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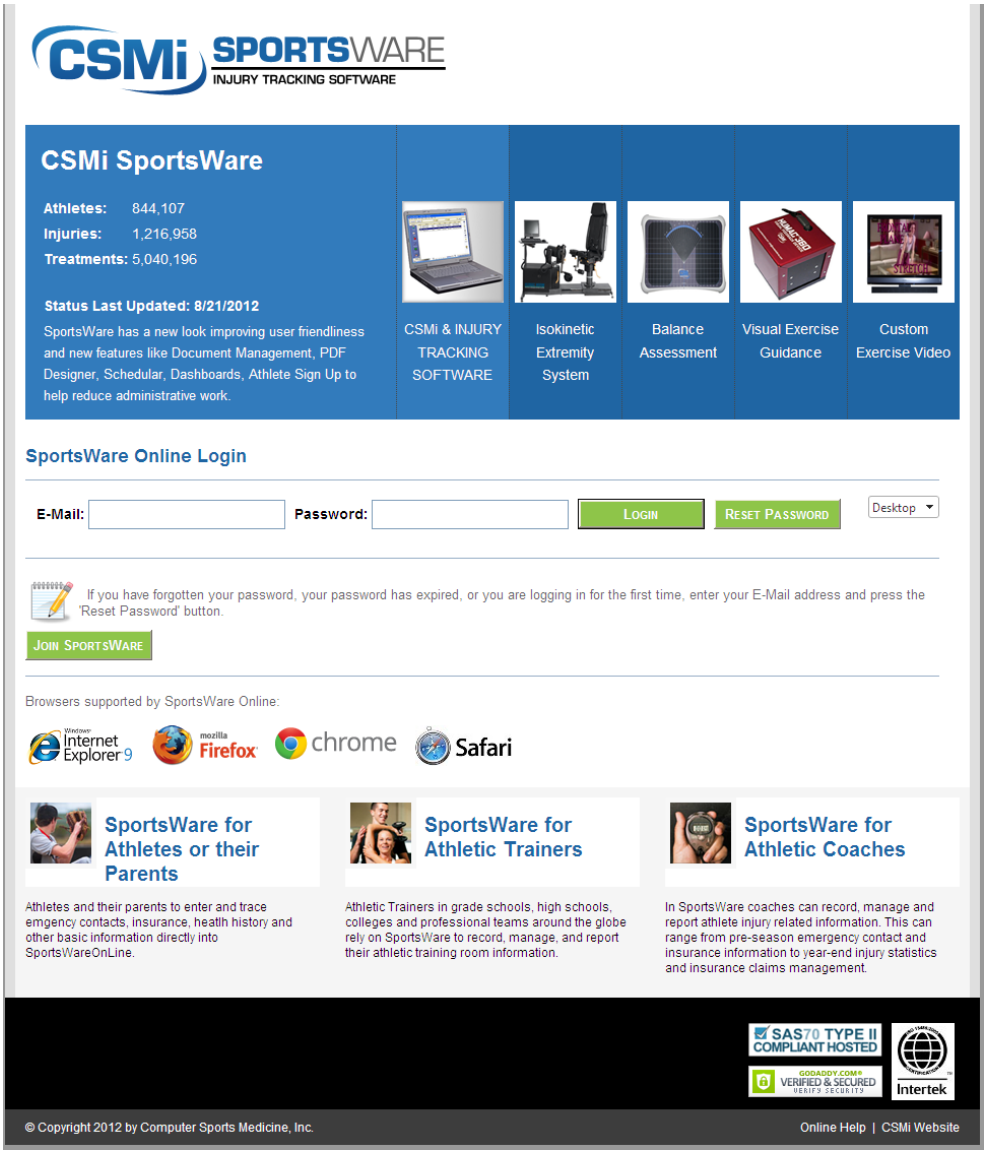
# SportsWareOnLine™ User Manual


CSMi SPORTSWARE
INJURY TRACKING SOFTWARE
CSMi SportsWare
Athletes: 844,107
Injuries: 1,216,958
Treatments: 5,040,196
Status Last Updated: 8/21/2012
SportsWare has a new look improving user friendliness and new features like Document Management, PDF Designer, Schedular, Dashboards, Athlete Sign Up to help reduce administrative work.
CSMi & INJURY TRACKING SOFTWARE
Isokinetic Extremity System
Balance Assessment
Visual Exercise Guidance
Custom Exercise Video
SportsWare Online Login
E-Mail:
Password:
Login
Reset Password
Desktop
If you have forgotten your password, your password has expired, or you are logging in for the first time, enter your E-Mail address and press the 'Reset Password' button.
Join SportsWare
Browsers supported by SportsWare Online:
Internet Explorer 9
Firefox
chrome
Safari
SportsWare for Athletes or their Parents
Athletes and their parents to enter and trace emgency contacts, insurance, heatlh history and other basic information directly into SportsWareOnLine.
SportsWare for Athletic Trainers
Athletic Trainers in grade schools, high schools, colleges and professional teams around the globe rely on SportsWare to record, manage, and report their athletic training room information.
SportsWare for Athletic Coaches
In SportsWare coaches can record, manage and report athlete injury related information. This can range from pre-season emergency contact and insurance information to year-end injury statistics and insurance claims management.
SAS70 TYPE II COMPLIANT HOSTED
VERIFIED & SECURED
Intertek
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Online Help | CSMi Website

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# Getting Started

## Welcome

Welcome to SportsWareOnLine (SWOL). SWOL makes it easy to record, manage, report, and share your athlete's training room information. We strongly suggest that you read this manual before using the program to familiarize yourself with all of the features available in SWOL. Doing so will make your SWOL experience much more productive.

If you are using a previous version of SportsWare Desktop, CSMi can import your data for a fee. Please contact CSMi if this has not already been arranged and you want this service.

Since the introduction of SportsWare for DOS in 1991, SportsWare has continued to grow in features. If there is a feature you would like to see in SWOL, let us know and we will add it to our new ideas file for consideration in a future release of SWOL.

Thank you for using SWOL. Enjoy.

## Implementation Procedure

1. Create a folder on your computer/network called SWOL Documentation to store all of your SWOL Documents. For example:
    a. Copy of Invoice: Includes license count and e-mail address used to set up your account
    b. Sending Your Data to CSMi. For SportsWare Desktop owners with existing data they want imported into SWOL.
    c. Sending Excel Data to CSMi. For New SWOL Users that want data from an Excel file imported in to SWOL
    d. This Manual. If after reading this manual you have questions, please email them to service@csmisolutions.com.
    e. Sample Athlete Instruction Letter. Explains how Athletes Login to SWOL Pre-Participation Module.
    f. Users Worksheet (Excel). Master document to keep track of SWOL Users and their rights.
    g. SWOL Questions. Create a Word document to store questions, comments and answers as you and your staff use SWOL. Share this document with your staff from time to time to expedite their learning process. When sufficient email them to service@csmisolutions.com for answers.
2. Reset/Retrieve your Password (link will be sent from CSMi at time of purchase)
3. Customize Institution Settings
4. Edit the Group (school) and Sport Picklists to apply to Users and Coaches during setup.
5. Add Users (use worksheet first) and Apply User Rights
6. Edit Default fields such as Report Headings
7. Decide on the Reports you want to create. Review with staff, coaches, athletic director, etc.
8. Customize your Picklists
9. Train Staff on SWOL. Meet/discuss regularly until you are up and running comfortably
10. Practice with sample data
11. Go Live - Begin entering real athlete data
12. In-service Coaches on SWOL features and benefits they can use.
13. Notify athletes about SWOL's pre-participation module (see sample letter)
14. Review with Staff on a regular basis

# Log-In To SWOL

SWOL supports the following browsers

Figure 1 SWOL Compatible Browsers

When you purchased SWOL you provided CSMi with an e-mail address. This address was used to set-up your SWOL account. Before you can log on to SWOL for the first time you need to create a password for your account.

## Create a Password

1. From a web-enabled computer go to http://www.swol123.net
2. At the Login screen enter your Email address and click **Reset Password**

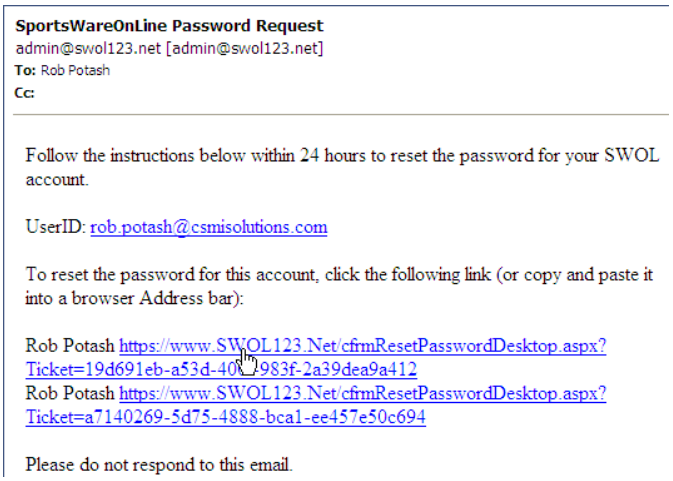
Figure 2 Login / Logout Screen

3. A message box will appear instructing you to check your e-mail for a link to the Reset Password screen. The reset password link is valid for 24 hours.

Message from webpage
E-Mail sent successfully.
To reset the the password for your SWOL account,
you must follow these steps within the next 24 hours.
1. Open the E-Mail that we sent to rob.potash@csmisolutions.com.
2. Click on the link to reset your password.
3. Save the new password.
OK

Figure 3 Message Box for Reset Password Link

4. Password Email you will receive:



**SportsWareOnLine Password Request**
admin@swol123.net [admin@swol123.net]
**To:** Rob Potash
**Cc:**

Follow the instructions below within 24 hours to reset the password for your SWOL account.

UserID: rob.potash@csmisolutions.com

To reset the password for this account, click the following link (or copy and paste it into a browser Address bar):

Rob Potash https://www.SWOL123.Net/cfrmResetPasswordDesktop.aspx?Ticket=19d691eb-a53d-40[illegible]983f-2a39dea9a412
Rob Potash https://www.SWOL123.Net/cfrmResetPasswordDesktop.aspx?Ticket=a7140269-5d75-4888-bca1-ee457e50c694

Please do not respond to this email.

Figure 4 Password Reset Link in Email

5. Click the link to open the Online Access Password reset window. Enter a password which meets password requirements shown in the Online Access window under **Password Requirements**.

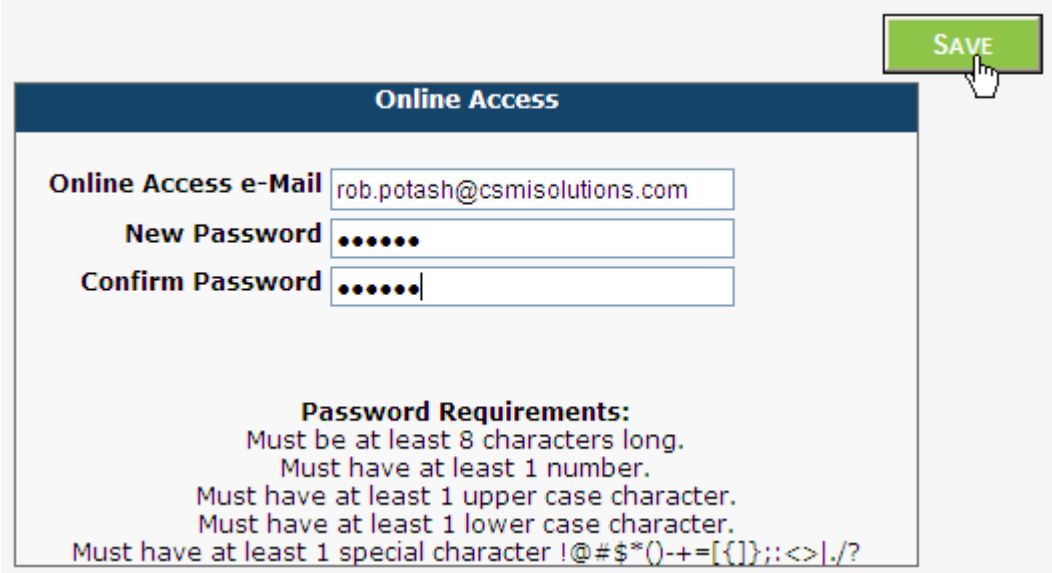

SAVE
Online Access
Online Access e-Mail
rob.potash@csmisolutions.com
New Password
Confirm Password
Password Requirements:
Must be at least 8 characters long.
Must have at least 1 number.
Must have at least 1 upper case character.
Must have at least 1 lower case character.
Must have at least 1 special character !@#$*()-+=[{]};:<>|./?

Figure 5 Password Requirements

6. Go to www.swol123.net and Login using your e-mail address and password you selected. After logging in to SWOL for the first time you should change the password requirements via Institution Settings to match your organization's password requirements.

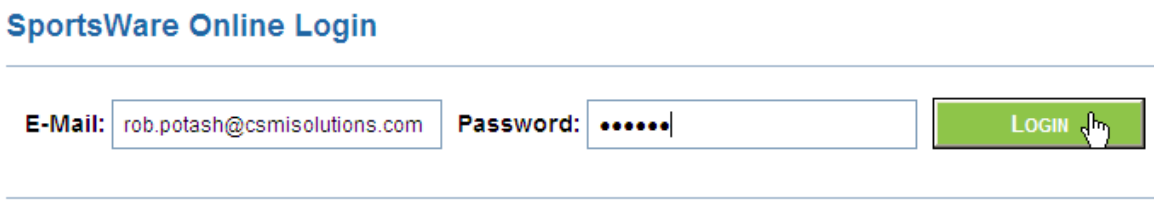



Figure 6 Login Page

Congratulations -- You should now be logged in to SWOL at the Athletic Trainer's Dashboard.

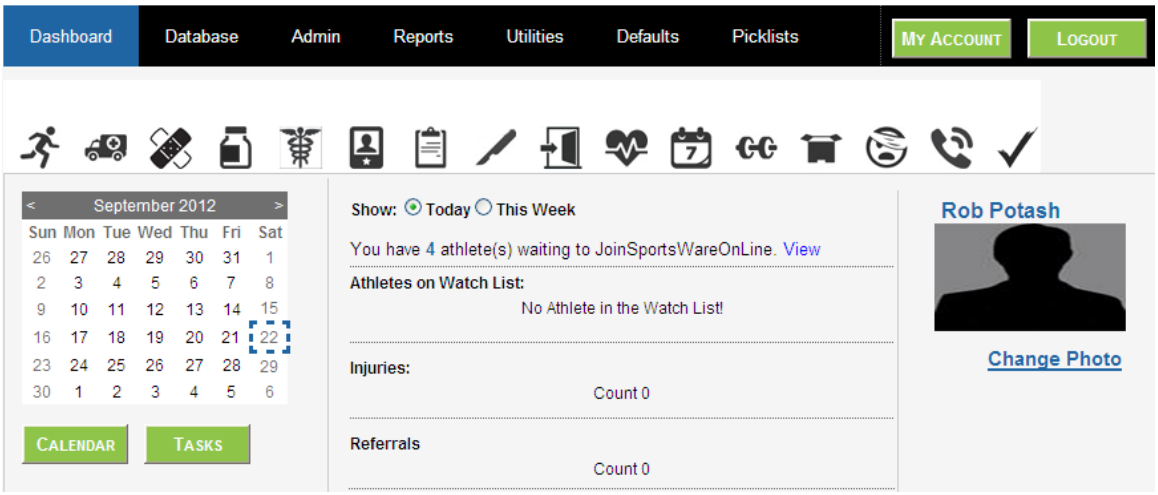



Figure 7 Dashboard

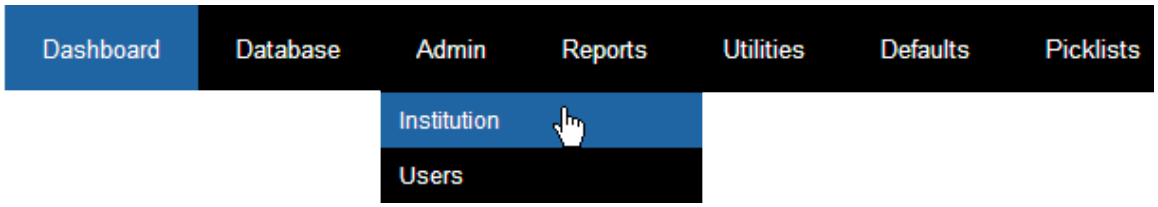
The Dashboard is your gateway into SWOL

- The Main Menu located across the top (**Dashboard, Database, Admin** etc.) contains pull-down menus to navigate SWOL.
- The Button Bar located just below the Menu Bar contains icons for each of SWOL's databases (**Athlete, Injury, Treatment** etc.). As you mouse over an icon the name will appear.
- Below the Button Bar from the left is your **Calendar**, names of Athletes on the **Watch List** (exclusive to ATCs), **Injuries** and **Referrals** recorded for the day or the week, and your picture. You can change the Injuries and Referrals displayed using the **Today** or **This Week** Radio Buttons located above the **Athlete Watch List**.

The next step is to define your Institution Settings.

## Institution Settings

The Institution Settings are Global Settings that apply to all Users. Only Administrators have access to Institution Settings. From the Menu Bar select **Admin**, **Institution**.




## Institution: General Page

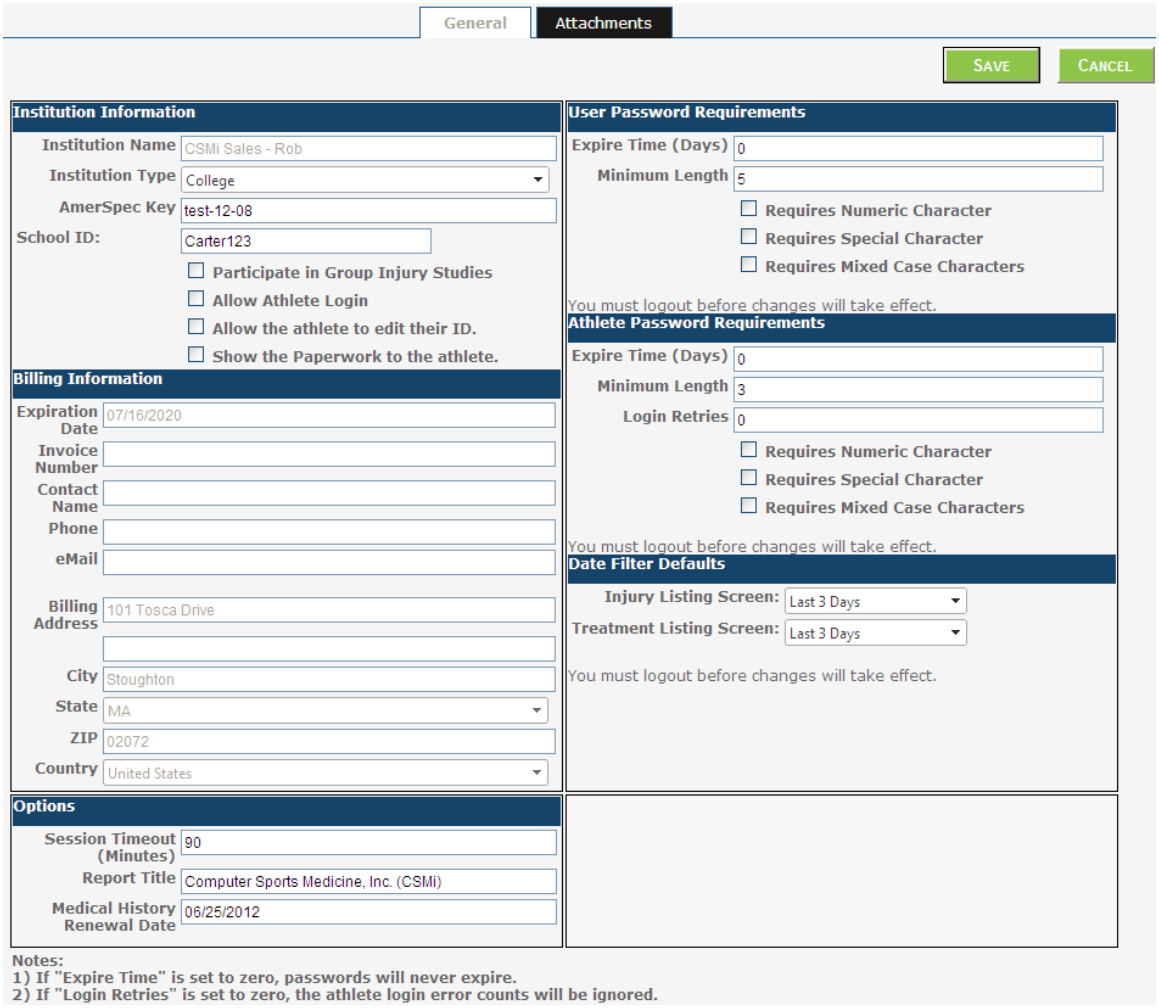



Figure 8 Institution: General Tab

### Institution: Institution

Following is a description of all the fields on the Institution General Page.

| Field | Description |
|---|---|
| **Institution Name** | The Institution Name can only be changed by CSMi. If it needs to be updated send an email to service@csmisolutions.com |

| Field | Description |
|---|---|
| **Institution Type** | Select the description that best describes your Institution. |
| **AmerSpec Key** | If your school works with **American Specialty Insurance** contact your ASI representative for your SWOL Access Key. Once this value is entered in SWOL you will be able to electronically transmit injury summaries to ASI.<br><br>For more information or help related to AmerSpec, visit www.amerspec.com or call Abby Allison (260) 672-8800 |
| **School ID** | To allow athletes to join SportsWareOnLine (typically done with incoming freshmen), you need to provide a School ID of between 1 and 20 characters. When the athletes go to www.swol123.net and click the Join SportsWare button, they will enter your School ID so their new record will be correctly associated with your school. |
| **Participate in Group Injury Studies** | In 2011 CSMi will launch an injury surveillance program for all SWOL Owners. If you want to participate, select this option. |
| **Allow Athlete Login** | This option allows the Administrator to enable the SWOL Pre-Participation program which allows athletes/parents to edit their Records.<br><br>***Note:*** *Each SWOL Athlete Record allows you to enable or disable access for a particular athlete. For example, you might disable access for In-Active athletes. Athletes will need to have their email address stored in their SWOL Athlete page before they will be able to login to SWOL.* |
| **Allow Athlete to Edit their ID** | This option allows the athlete or parent to log-in to their listing and change their ID number. |
| **Show the Paperwork to the Athlete** | This option allows the athlete or parent to see their paperwork and if the paperwork has been completed. |

### Institution: Options

| Field | Description |
|---|---|
| **Billing Information** | The fields under billing information can only be edited by CSMi. If this information is not current please send updated information to service@csmisolutions.com. |
| **Session Timeout** | If there has been no activity with SWOL at your computer for the |

| Field | Description |
|---|---|
| **(Minutes)** | timeout period, SWOL will require the user to login. Prior to logging out a user a window will appear warning SWOL will log out in 1 minute. This setting applies to SWOL, Quick Treatments, and Pre-Participation Module. |
| **Report Title** | The Report Heading appears at the top of your SWOL Reports. |
| **Medical History Renewal Date** | You can allow athletes to log-in to SportsWare and enter Medical History records. When an athlete logs-in, SportsWare checks if the athlete has an existing Medical History record. If the existing record was created after the renewal date, SportsWare allows the athlete to update the existing record. If the record was created before the renewal date, the athlete must enter a new record. If your school will be creating a new list of Medical History Questions, you should set the Renewal Date to yesterday so the athletes will be required to answer the new set of questions the next time they login. |

### Institution: User Password Requirements

Discuss User password requirements with your IT department. Your institution may have an existing Password policy which you are required to follow. SWOL displays the User Password requirements to each User when creating a password.

***Note:*** *For Password changes to take effect you must logout of SWOL.*

| Field | Description |
|---|---|
| **Expire Time (Days)** | SWOL will expire User passwords that have not been changed based on this value. If the value is set to 0 passwords will not expire.<br><br>Once a password has expired, the User will receive a password expiration notice the next time they attempt to Login to SWOL and be instructed to use the Reset Password routine to update their password. |
| **Minimum Length** | Minimum number of characters required for a password. |
| **Requires Numeric Character** | If checked, at least one character has to be a number. |
| **Requires Special Character** | If checked, at least one special character must be used ( @, !, #, $, %, ^ or &). |
| **Requires Mixed Case** | If checked, at least one character has to be Upper Case and at least |

| Field | Description |
|---|---|
| **Characters** | one character has to be Lower Case. |

### Institution: Athlete Password Requirements

Discuss Athlete password requirements with your IT department. Your institution may have an existing Password policy which you are required to follow. SWOL displays the Athlete Password requirements to each Athlete when creating a password.

***Note:*** *For Password changes to take effect you must Logout.*

SWOL offers the option to create Athlete Password requirements separately from User Password requirements in case Athlete Password requirements do not have to be as stringent as User Password requirements.

| Field | Description |
|---|---|
| **Expire Time (Days)** | SWOL will expire athlete passwords that have not been changed based on this value. If the value is set to 0 passwords will not expire.<br><br>Once a password is expired the Athlete will receive a password expiration notice the next time they attempt to Login to SWOL and be instructed to use the Reset Password routine to update their password. |
| **Minimum Length** | Minimum number of characters required for a password. |
| **Requires Numeric Character** | If checked, at least one character has to be a number. |
| **Requires Special Character** | If checked, at least one special character must be used( @, !, #, $, %, ^ or &) |
| **Requires Mixed Case Characters** | If checked, at least one character has to be Upper Case and at least one character has to be Lower Case. |

### Institution: Athlete Mobile Access

Controls which mobile applications the athlete can access.

| Field | Description |
|---|---|
| **Quick Treatments** | Athlete can access the Quick Treatment application. |
| **Quick Injury** | Athlete can access the Quick Injury application. |

| Field | Description |
|---|---|
| **Quick Weight** | Athlete can access the Quick Weight application. |

### Institution: Date Filter Defaults

Controls how many records appear in listing screen.

***Note:*** *The shorter the default value, the faster the listing screen will be displayed.*

| Field | Description |
|---|---|
| **Injury Listing Screen** | Number of days from current date for which injuries will be displayed. |
| **Treatment Listing Screen** | Number of days from current date for which treatments will be displayed. |

## Institution: Attachments (Pre-Participation Forms)

SWOL includes the ability to post multiple pre-participation forms on the Athlete Portal. On-line forms replace the need to mail and collect hardcopy forms. Following is the procedure to post a form.

1. From the top, center of the Institution Window select the Attachment Tab. The Attachment Listing Screen will appear.

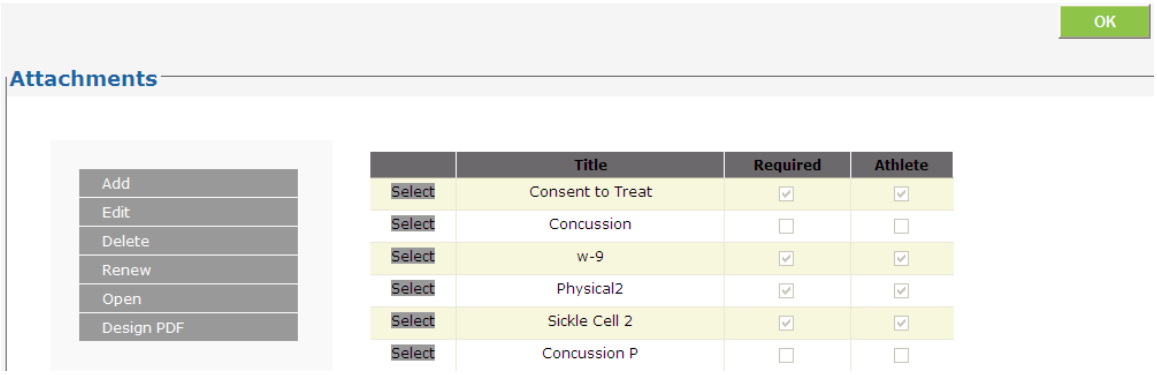



Figure 9 Institution: Attachment Listing Screen

2. Click **Add**.

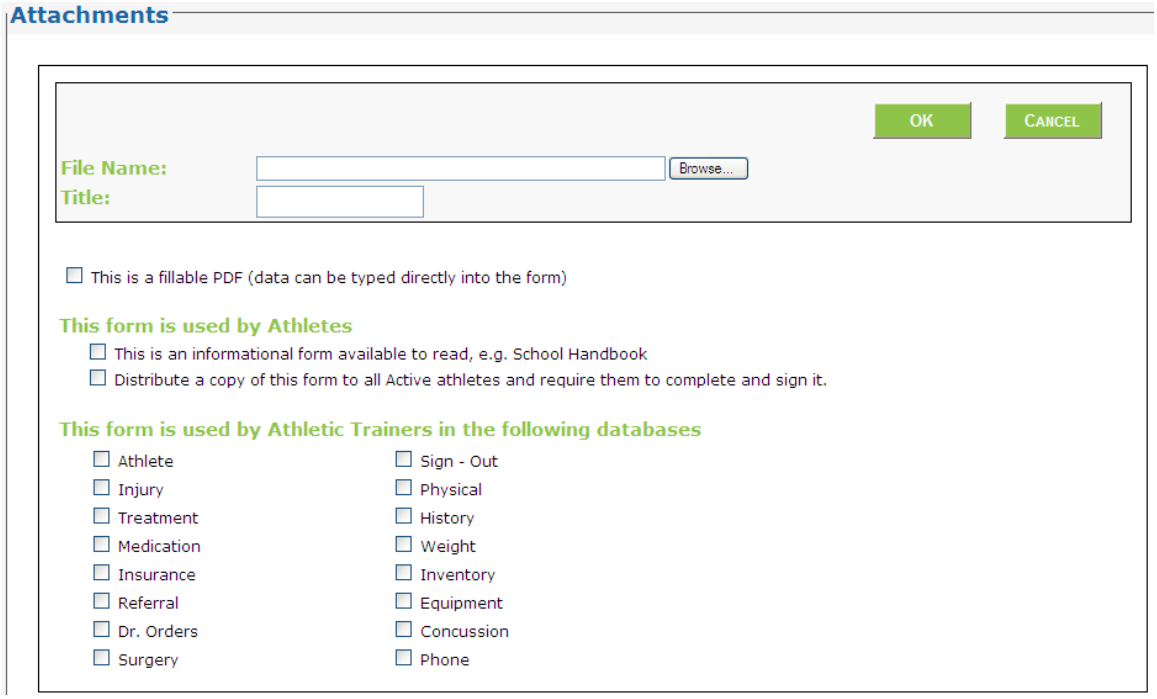



Figure 10 Institution: Attachment Page

3. Click **Browse** to open the File Manager.
4. Locate your file from within the File Manager, highlight, and **Click Open.**

5. Assign a Title to the document which will appear in the Athlete Portal. Then define how SWOL should manage the document.

| Field | Description |
|---|---|
| **This is a fillable PDF…** | Select this box if true. Fillable PDF's avoid the need for Users to print hardcopies. |
| **This form is used by Athletes** | |
| **This is an informational form…** | Every athlete will see it when they log on to SWOL |
| **Distribute a copy of this form…** | Form will include an electronic signature |
| **This form is used by Athletic Trainers in the following databases** | |
| **Athlete**<br>**Injury…** | Select the databases where the form should be stored |

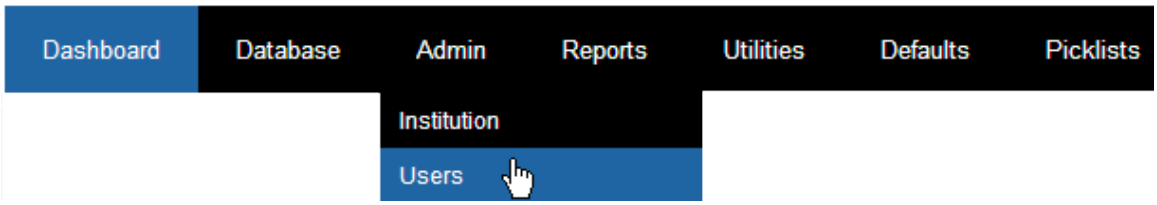
Other Commands for SWOL Institution Page

| Field | **Description** |
|---|---|
| Edit | Select to Edit a Stored document |
| Delete | Select to Delete the Posted document |
| Renew | Select if you have a form that needs to be completed every year. SWOL will save the completed form (now unavailable) and make an new blank form available to the athlete from the Athlete Portal |
| Open | Select Open to view the stored attachment |
| Design PDF | Select to Design your own PDF |

## Set Up Users

Generally speaking there three types of SWOL Users; Athlete/Parents, Coaches, and Athletic Trainers (or those granted some level of ATC right). This section covers adding Coaches and Athletic Trainers to SWOL.

From the SWOL **Main Menu** under **Admin** select **Users** to open the **Users Database Listing Screen**.




The first time you open this database the only User will be the one provided to CSMi at the time of purchase.

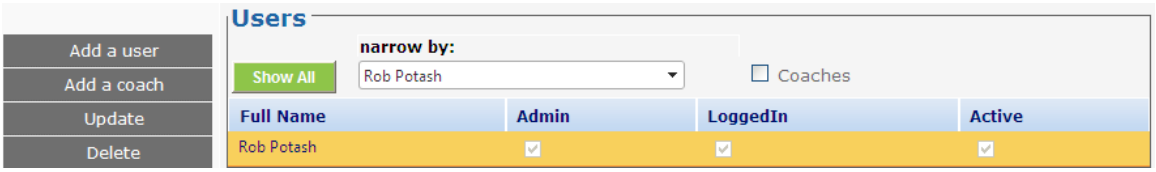



Figure 11 Users Listing Screen

The purpose of the Users database is to define who can access SWOL and how they can use it. For example, you may want to grant more access to a Certified Athletic Trainer compared to a Student Athletic Trainer or an experienced SWOL User compared to an inexperienced SWOL User.

One of an athletic trainer's responsibilities is to communicate the playing condition of athletes to coaches. To facilitate this process Coaches can be given limited access to SWOL to retrieve emergency contact information and injury status.

If CSMi imported an existing SWDT database for you, all of the Users who were in the SWDT database have been imported into SWOL with the same rights. You should review their rights.

## Licensing

When setting up SWOL enter all of your Users regardless of the number of licenses purchased. Users can be Active or In-Active (no access). Valid licenses float from User to User as they login and logout of SWOL. When all licenses are in use the next User to attempt to log in will be informed all licenses are in use and they will need to wait for a User to logout of SWOL. Athletes, Coaches and Users with View Only Rights do not require a License.

Sample of SWOL Assigned Users.

| Access Priveleges | License Required | Typical User |
|---|---|---|
| Add, Edit or Delete records other than their own | Yes | Head Athletic Trainer |
| Add and Edit records | Yes | Athletic Trainers |
| View, Edit and Print their record via Athlete Portal | No | Athlete or Parent of an Athlete |
| View or Print records | No | Team Physician or Nurse |
| View or Print Athlete on assigned teams | No | Coach |

## Add a User

On the Right side of the **Users Database Listing Screen** is the Choice to Add a User (ATC) or Add a Coach. Click **Add a User** to open a new **User Record**.

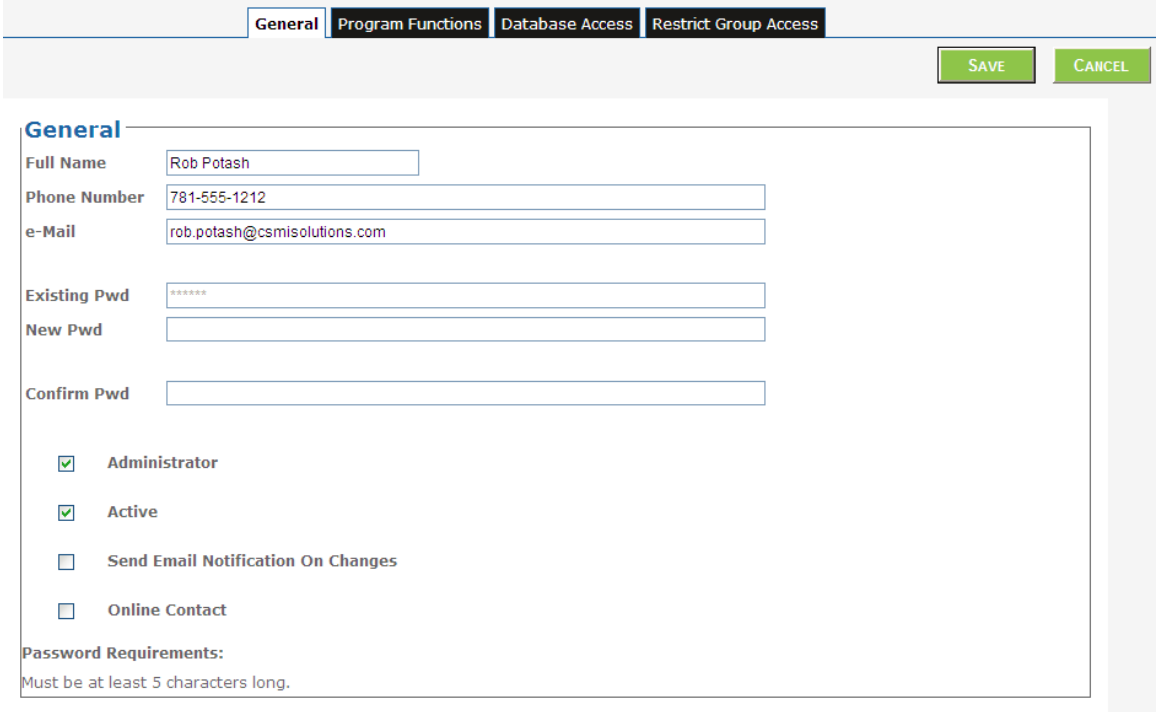



Figure 12 Users: General Page

Located at the top of the Users Input Screen are four tabs, one for each User Screen Window.

## Users Database: General

| Field | Description |
|---|---|
| **Full Name** | User's Full Name - It will appear on the User's Listing Screen. |
| **Phone** | User's Phone Number |
| **e-Mail** | Email address User will use to login to SWOL. *Note: An email address can only appear once in the SWOL database. If an athlete is also an Athletic Trainer that person will require two unique email addresses, one for the User Profile and one for their Athlete Record.* |
| **Existing Pwd** | ***** Indicates there is a password associated with this User record. You cannot enter data in this field.<br><br>***Note:*** *As a security feature SWOL always shows six asterisks regardless of the length of your password.* |
| **New Pwd** | Add or change existing password for the User. We recommend letting Users define their own passwords when they enter SWOL for the first time via the Reset Password routine. |

| Field | Description |
|---|---|
| **Confirm Pwd** | Confirm User password. Leave blank if Users are creating their passwords. |
| **Administrator** | Activate if User should have administrative rights. *ONLY* Administrators have access to the Institution Database and *ONLY* Administrators can add new Users.<br><br>You can have as many Administrators as you please and must have at least one however we recommend you limit the number. |
| **Active** | Allows User to access SWOL. Unselect and User will not be able to login to SWOL. At log-in the User will be informed they are no longer an Active SWOL User. You may choose to use this if users stop working with you, but you expect them to return. |
| **Send Email Notification On Changes** | If selected SWOL will send an email notice to this user whenever an Athlete/Parent edits their information. More than one User can have this selected. |
| **Online Contact** | |
| **Password Requirements** | Shows the current Password requirements set by the Administrator(s) in the Institutions Page. |

## Users: Program Functions

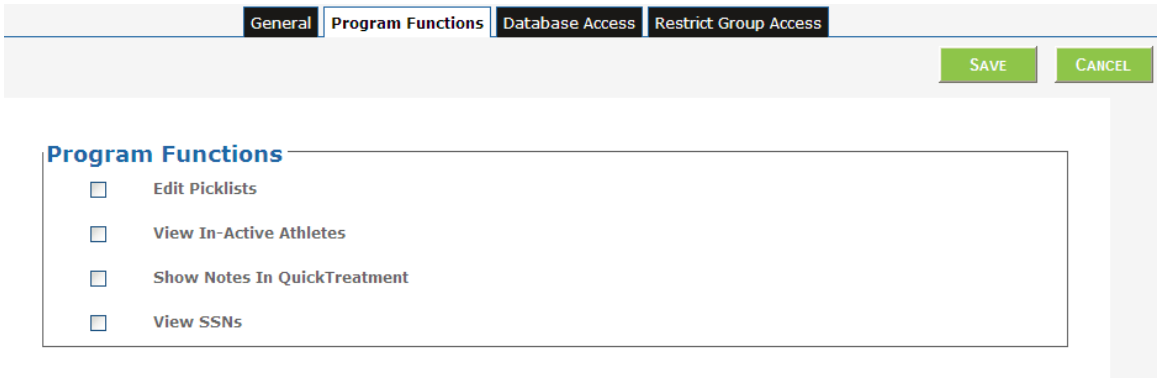



Figure 13 Users: Program Functions Page

| Field | Description |
|---|---|
| **Edit Picklists** | Allows User to edit Picklists. Be sure to review and customize all of the SWOL Picklists before you begin entering data in SWOL.<br><br>If CSMi imported your existing Desktop data your Desktop Picklists are |

| | |
|---|---|
| | installed. |
| **View In-Active Athletes** | Allows User to view and generate reports that include In-Active Athletes. |
| **Show Notes In QuickTreatment** | Use this option if you want to limit who can see and edit the Injury Notes via Quick Treatments.<br><br>For example, if Athletic Training Students need the ability to add Quick Treatments but you do not want them to see the associated injury notes, do not select this option for the Athletic Training Student. |
| **View SSNs** | Allows the User to see the Social Security numbers for all of the Athletes.<br><br>For security reasons you may want to deny this right to most users. |

## Users: Database Access

On this tab you assign which Databases an Athletic Trainer or similar User will see when they log onto SWOL. We strongly recommend you only select Databases you intend to use. This will keep your database listing screens tidy.

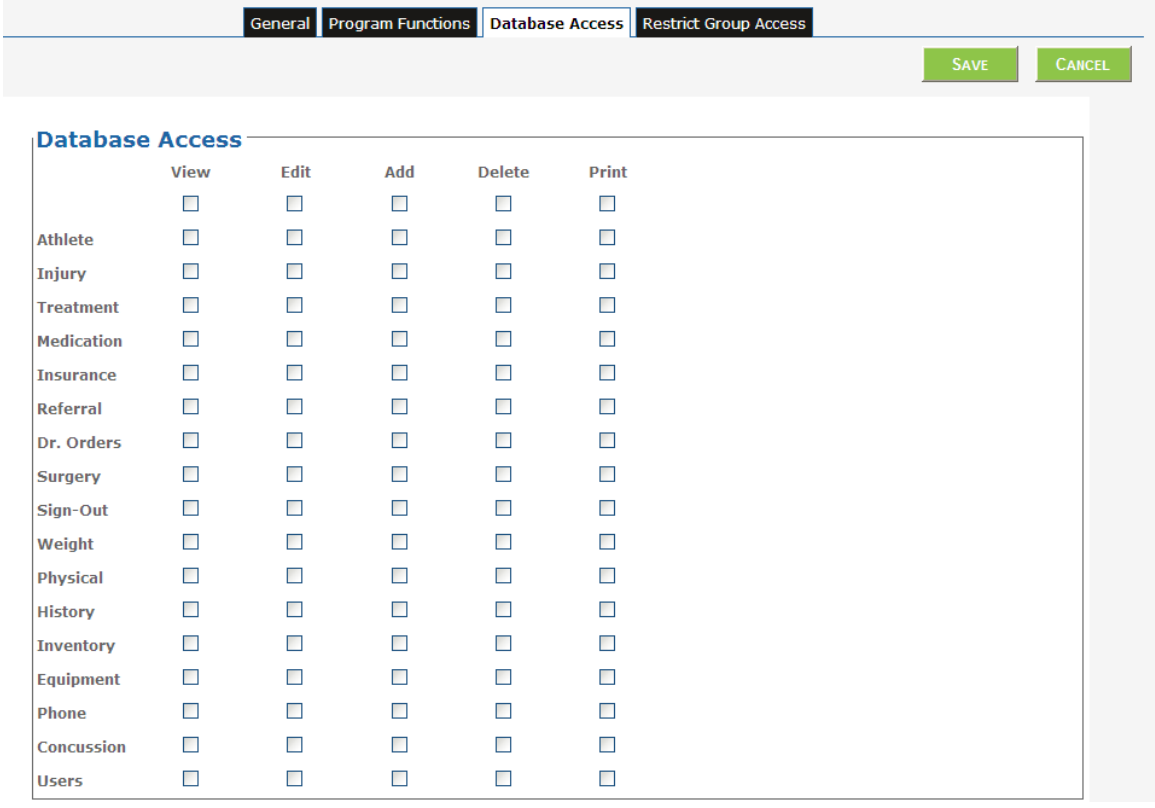



Figure 14 Users: Database Access Page

| Field | Description |
|---|---|
| **View, Edit, Add, Delete, Print** | The Database Access Selections control the Databases each User can View, Edit, Add, Delete, and Print. SWOL includes 17 databases.<br><br>If you activate the checkbox at the top of a column it will automatically activate all of the checkboxes in the column. The same is true if you unselect the checkbox at the top of the column; all of the checkboxes in the column will be unselected.<br><br>Be very selective on who you assign the ability to Delete Records. Once a record is deleted it and all of the underlying records are permanently deleted from SWOL. For this reason ***we strongly recommend leave Delete unchecked for all Users***. When a record needs to be deleted edit the User Settings to include the ability to delete, delete the record, and then unselect delete. |
| **Athlete**<br><br>**Injury**<br><br>**Treatment…** | Each Database is listed on the left side of the Database Access section. Use these checkboxes to set how you want each User to use each of Databases.<br><br>If none of the actions are chosen in a database row that Database will not appear on the SWOL Main Menu for the User. |

## Users: Restrict Group Access

***Note:*** *See section on editing picklists to edit the Schools that appear in the Restrict Group Access list.*

Figure 15 Users: Restrict Group Access Page

| Field | Description |
|---|---|
| **Restrict Group Access** | Use this option to limit what Group of athlete records an Athletic Trainer can access. This feature is typically used in an outreach program with multiple Athletic Trainers assigned to specific schools. |

| | |
|---|---|
| | To assign an Athletic Trainer access to more than one school hold down the Control key and click on the appropriate schools. By default if you do not select any schools, the athletic trainer has access to all groups.<br><br>For example, if ATC One is assigned to SWOL College she will only be able to access records from SWOL College Athletes.<br><br>***Note:*** *For this feature to work, every athlete entered in SWOL must have the Group field completed in their Athlete Database Record. Athletes with blank Group fields can be seen by every User.* |

Click the **Save** button to save your changes.

## Users: Add a Coach

To add a coach, click the **Add a coach** button.

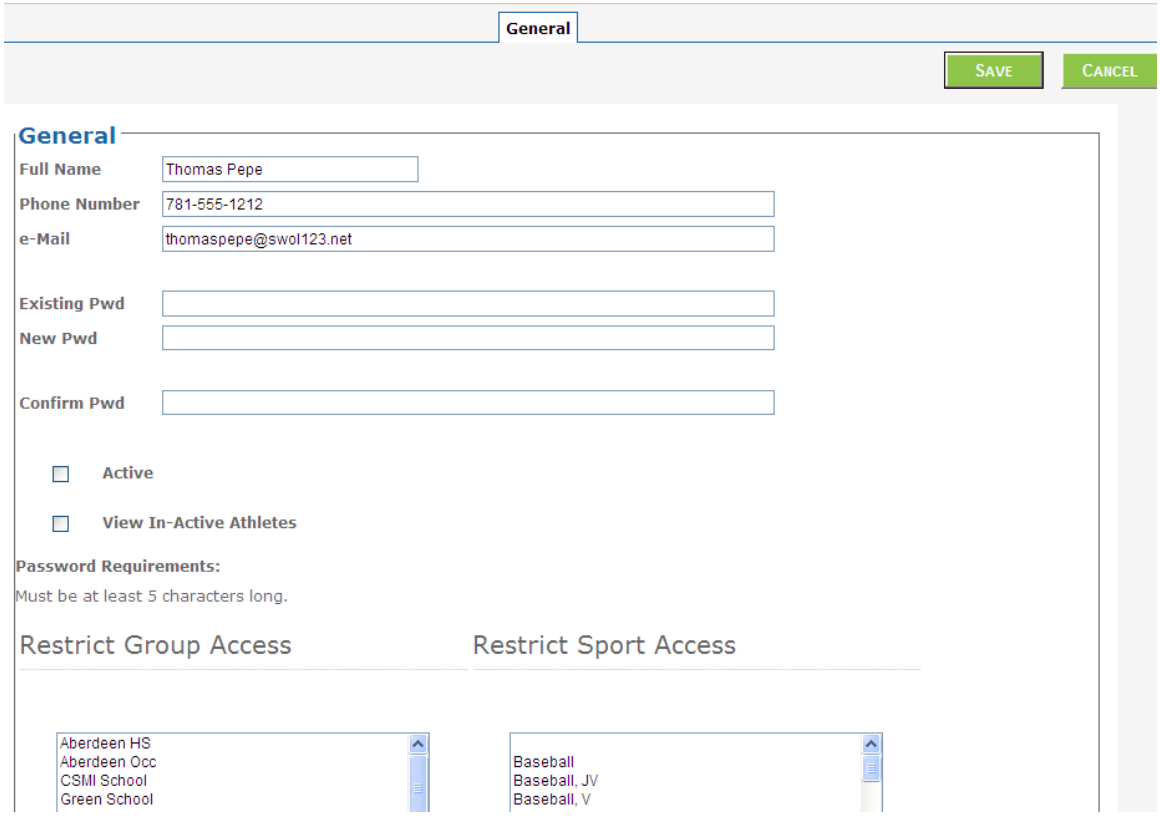



Figure 16 Users: Add Coach Page

| Field | Description |
|---|---|
| **Full Name** | Coach's full name. |
| **Phone Number** | Coach's preferred phone number |
| **e-Mail** | Coach's email address |
| **Existing Pwd** | Astericks will appear once a password is entered. Data cannot be entered into this field. |
| **New Pwd** | Leave blank. Coach will complete at log-in |
| **Confirm Pwd** | Leave blank |
| **Active** | Controls access. Checked for Coach to have access to SWOL. Uncheck to block Coach access to SWOL. |

| Field | Description |
|---|---|
| **View In-Active Athletes** | Controls if Coach can access records for In-Active Athletes. In-Active Athletes are typically graduates or students who are no longer participating in Sports. |
| **Password Requirements** | Current Institution Password Requirements. These are defined in the Institution Screen |
| **RestrictGroup Access** | Each Coach should to be assigned to the school(s) she coaches. This limits her access to only her schools. Click on the school to give the coach access.<br><br>To assign a Coach access to more than one school hold down the Control Key and click on the appropriate schools<br><br>To Edit your Goup List see Editing Picklists |
| **RestrictSport Access** | Each Coach should to be assigned to the Sport(s) she coaches. This limits her access to only her Sports. Click on the Sport to give the coach access.<br><br>To assign a Coach access to more than one Sport hold down the Control Key and click on the appropriate schools<br><br>To Edit your Sport List see Editing Picklists |

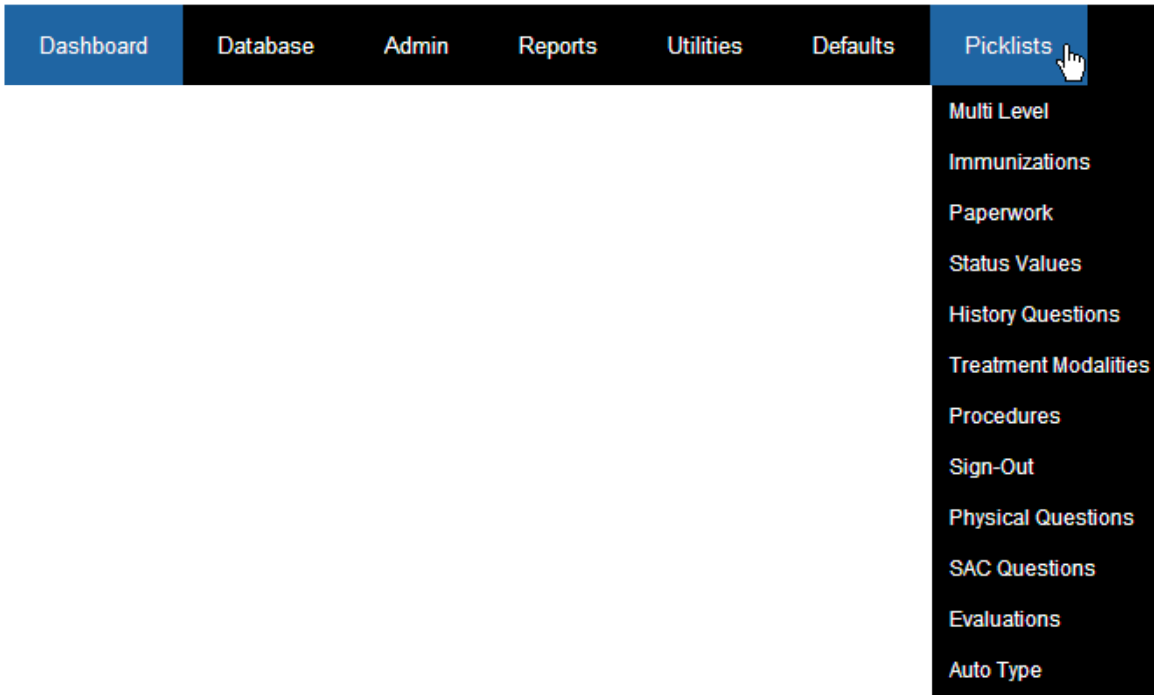
To Save a Coach's information click **Save** in the upper right corner of the screen.

## Picklists

SWOL includes the ability to customize all of the Picklists. We recommend ***reviewing the Picklists in SWOL BEFORE you begin entering data***. If CSMi imported your existing SportsWare Desktop Data into SWOL your Desktop Picklists will be in SWOL already.

From the Main Menu select Picklists to open the Picklist pull-down menu. Most of the Picklists in SWOL are contained under Multi Level. For this reason we included the ability to print a hard copy of all the default entries under Multi Level so you can review and edit them.

***Note:*** *To review the default entries under Multi Level we recommend the report – "No Injuries." There are over 4,000 injuries in SWOL and printing them will create a very long report.*




## Picklists: Printing

1. From the Main Menu Select **Picklist**, Multi-**Level**.
2. On the left side of the screen select **No Injuries**.

## Picklists: Editing Multi-Level

1. From the Main Menu Select **Picklist**, **Multi-Level**.
2. Highlight the Picklist you want to edit. This example will edit the Activity PickList.

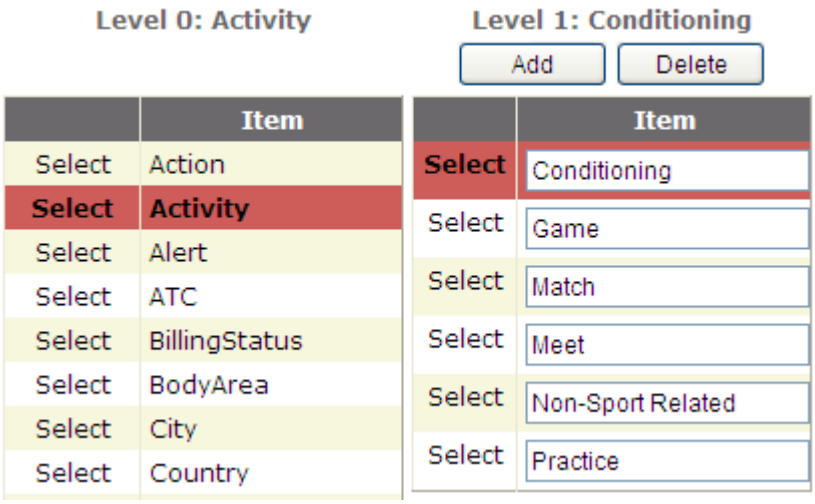



Figure 17 Edit Activity Picklist

3. Use the **Add** and **Delete** buttons as needed.
    a. **Add** will insert a blank space for a new entry

b. **Delete** will delete the highlighted entry.

Some Picklists contain more than one level such as Sport. Under heading of Sport the first level contains each of the teams. Highlighting a Sport will expose all of the positions associated with selected sport.

To add a new Sport click **Add** at Level 1. To add new Positions under a Sport highlight the Sport and press Add at Level 2. Click OK in the upper right corner when finished editing Picklists.

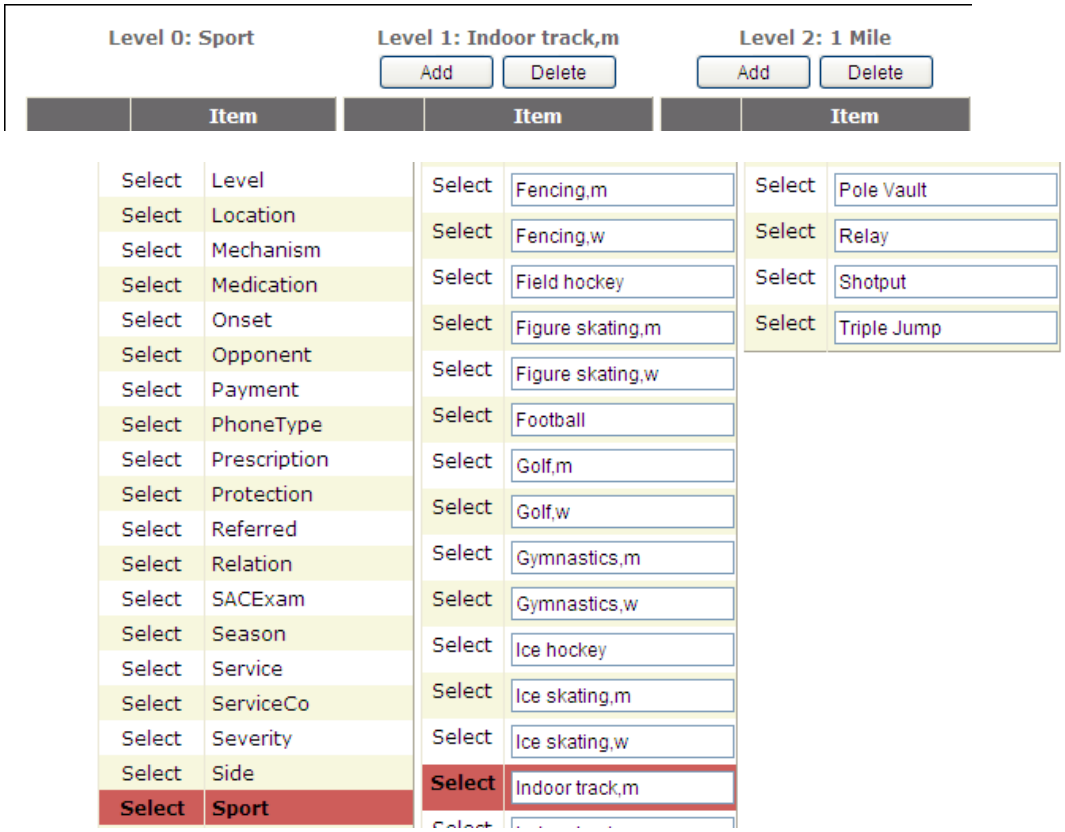



Figure 18 Edit Sport Picklist

## Picklists: Injury

Injury Picklists are four levels deep. For example if you want to edit the Specific Injury Site lists under Head do the following:

1. Select Body Area = Head
2. Select Body Part = Eye
3. Select Injury = Abrasion
4. Edit the displayed Injury Site

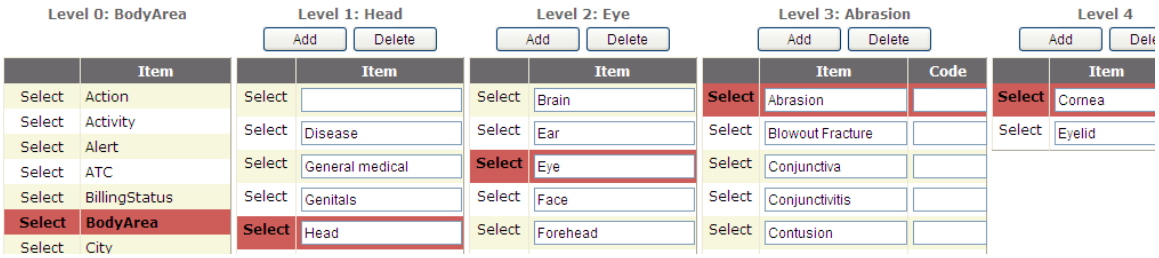



Figure 19 Cascading Injury Picklists

## Picklists: Other

**Athlete Immunizations**

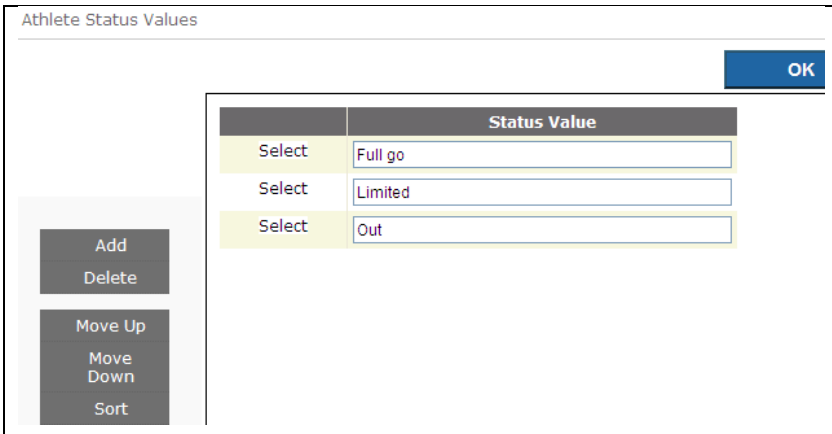
The Athlete Immunizations are used on the Athlete Record, Medical page.

**Athlete Paperwork**

The Athlete Paperwork is used on the Athlete Record, Paperwork page.

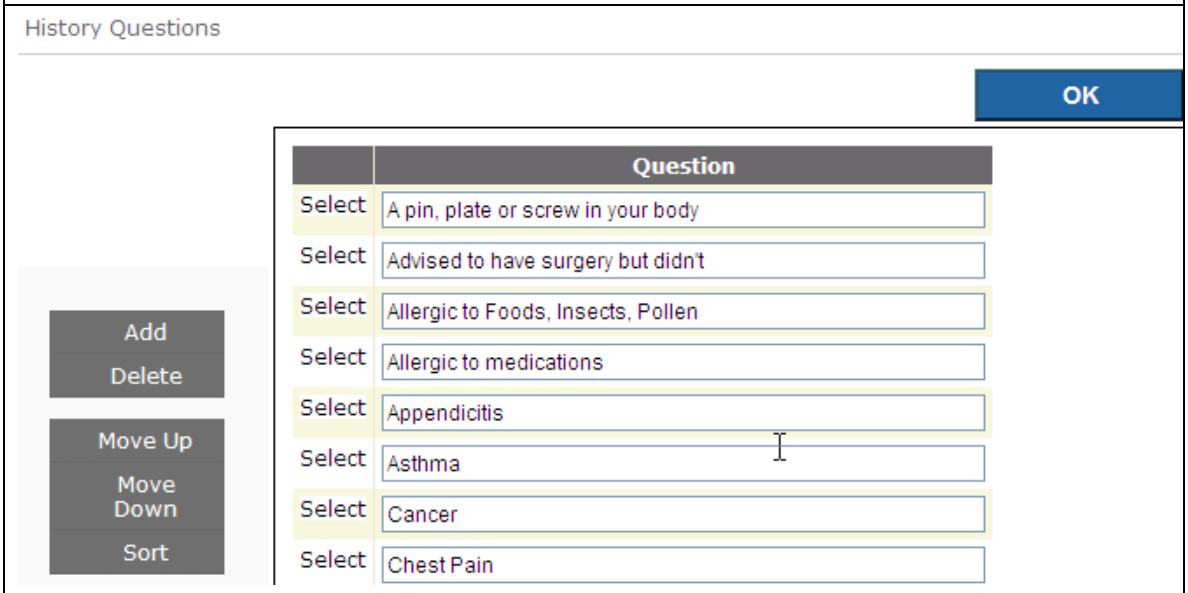
**Player Status**

The Status entries are used as filters on the Player Status Report. The Status entries are used for describing a player's Practice Status and Game Status. In addition to the Player's statuses you will have the opportunity to record Return to Practice and Return to Game Dates along with a brief note. We recommend keeping the status list short such as Full Go, Limited and Out.



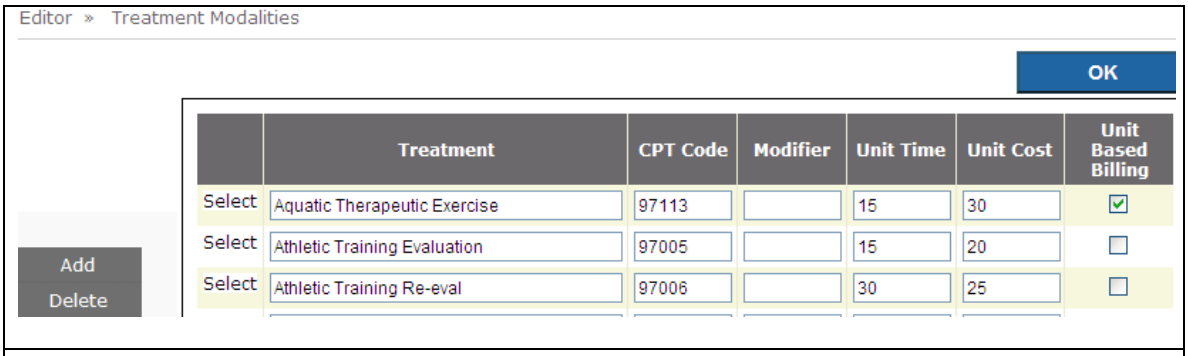

**History Questions**

History Questions appear in the Patient Portal and the Athlete Database Record.



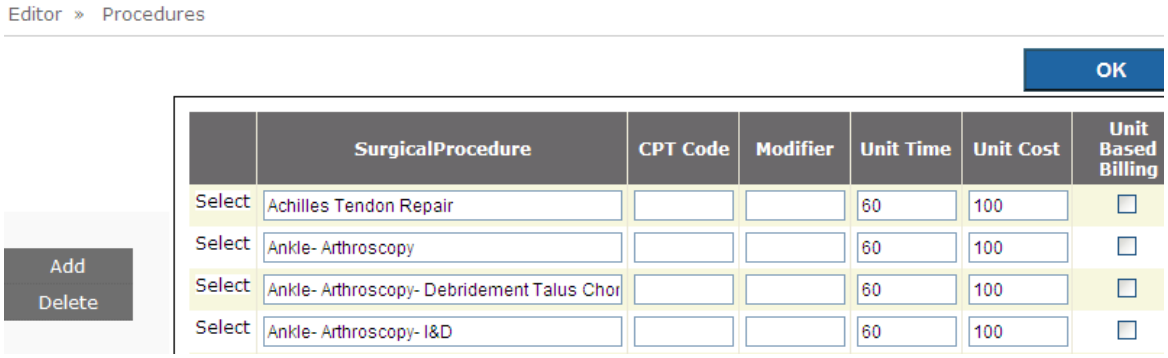

**Treatment Modalities**

The Treatment List appears in the Treatment Database and Optional Quick Treatments. If you plan to document the value of services provided or bill for your services be sure to include CPT Code, Modifier, Unit Time and Unit Cost. If you work in an outreach program your billing department may be able to help you collect this information.



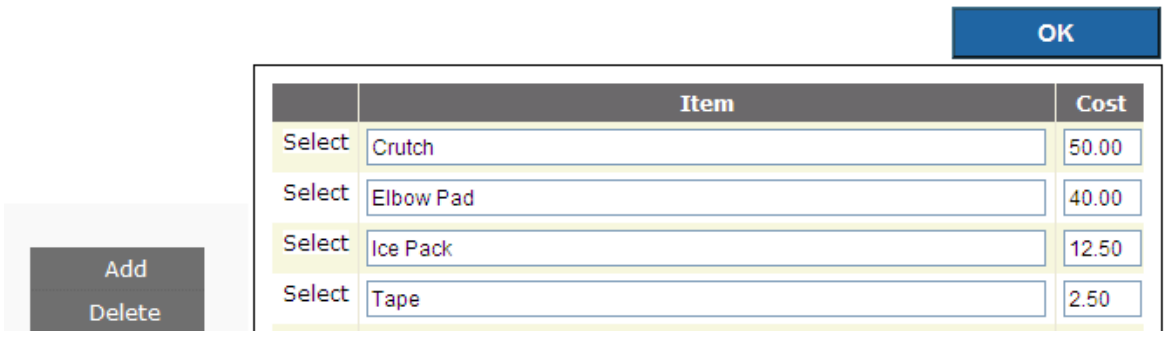

**Surgical Procedures**

The Surgical Procedures appear in the Surgery Database. If you plan to document the value of services provided be sure to include CPM Code, Modifier, Unit Time and Unit Cost. If you work in an outreach program your billing department may be able to help you collect this information.



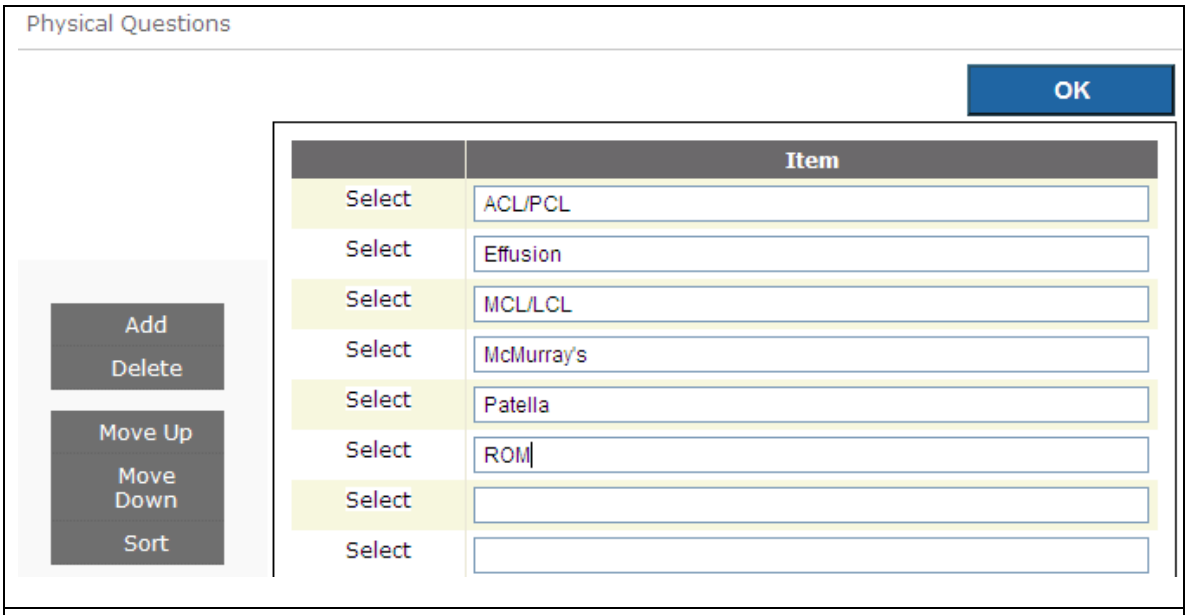

**Sign Out**

The Sign Out List includes all of the medical related products you loan to an Athlete that you want returned.



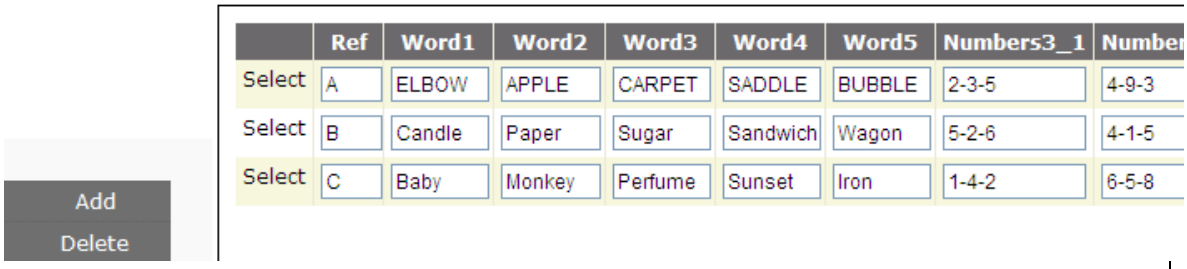

**Physical Questions**

Physical Questions appear in the Patient Portal and the Physical Database Record.




**Concussion Questions**

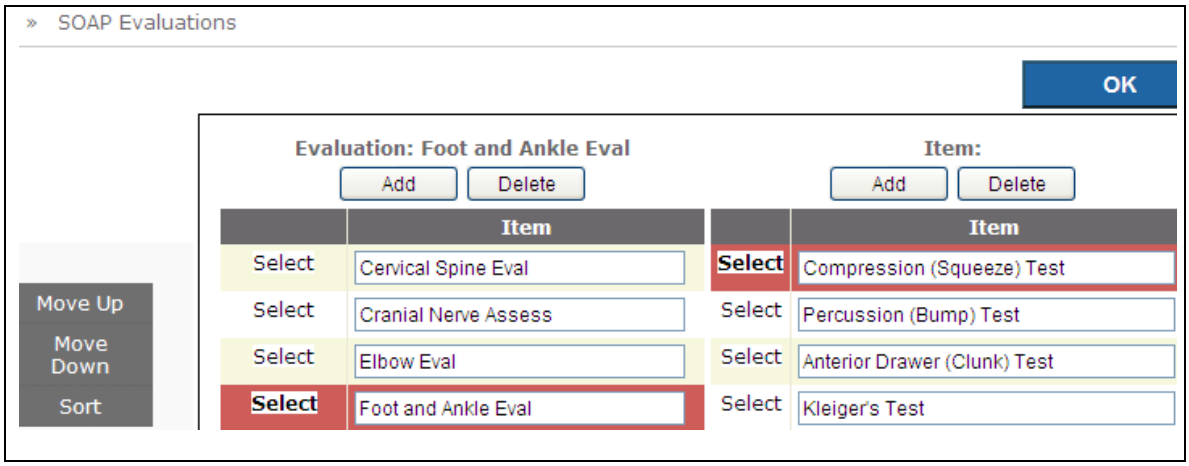
The Concussion Questions are used on the Concussion Record, Memory page.




**Evaluations**

Evaluations appear in the Injury SOAP Notes. Include the names of all the possible joint specific evaluations one might use.

*Note: This is a two level Picklist. First you add or edit the Body Part, then you add or edit the Evaluation. If you delete a first level Body Part all of the second level Evaluations will also be deleted.*

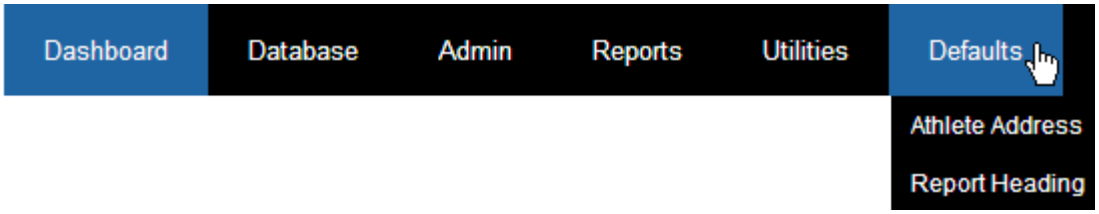



## Defaults

SWOL includes an Athlete Address Default and a Report Heading Default.

Athlete Address defaults are available from the Athlete Database input screen.

The Report Heading appears at the top of the Standard SWOL Reports.




## Using SWOL

When you login to SWOL the Dashboard will appear. Go to the Athlete Database by Selecting Database, Athlete from the Main Menu or Click on the Athlete Database Icon.

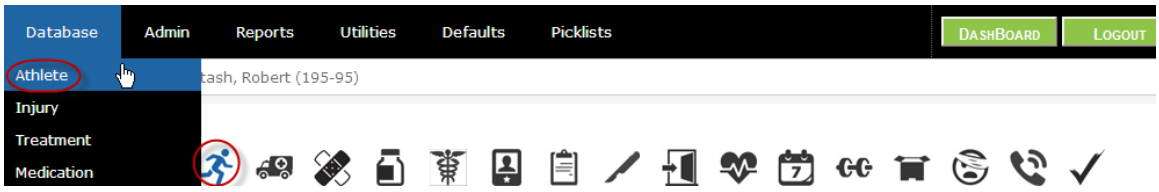



Figure 20 Select Athlete Database

## SWOL Screen Layouts

SWOL has two types of screens you need to be familiar with: Database Listing and Database Input Screens.

## Database Listing Screen

When you select a Database the first screen to appear will be the Database Listing Screen (Listing Screen for short) for the selected database. All of the Listing Screens share the same layout.

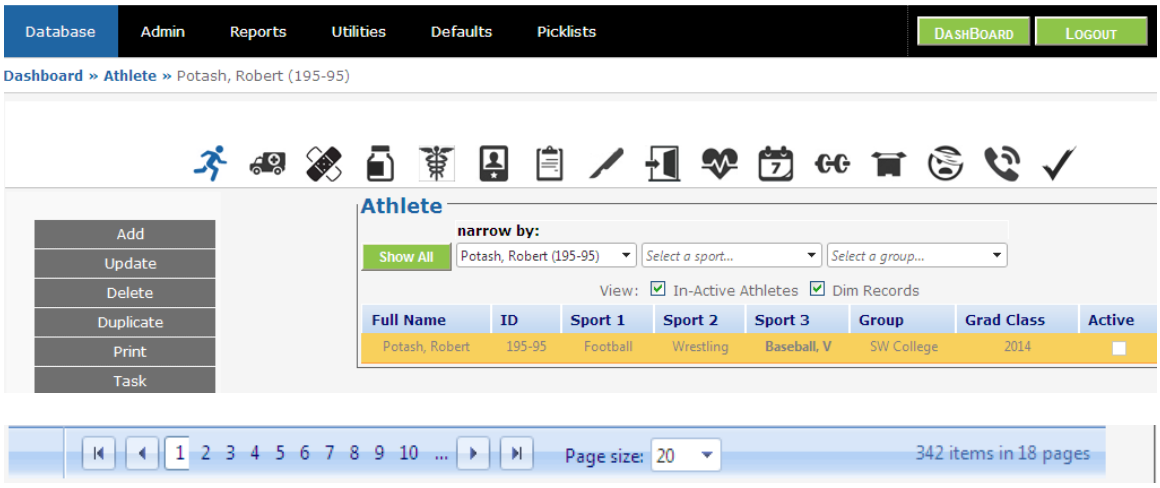
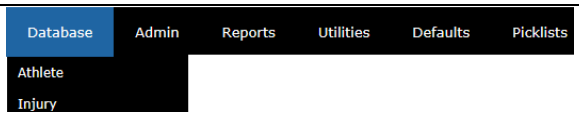
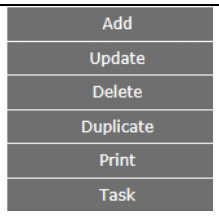
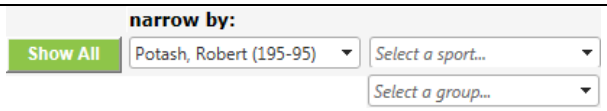
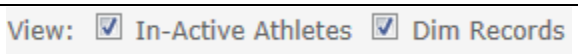
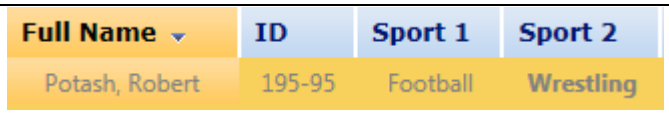
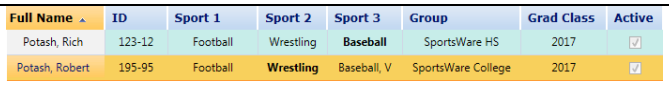
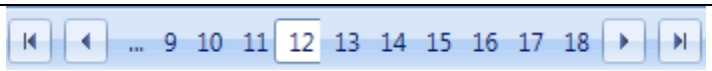
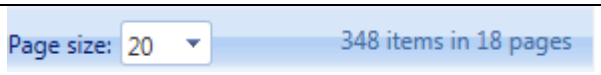



Figure 21 Database Listing Screen

Listing Screen Overview starting at the top

| Item | Description |
|---|---|
|   | Main Menu (Left Side) contains Pull Down Menus on the Right Side |
| | Main Menu (Right Side) contains buttons to return to the Dashboard or Logout of SWOL |
| | Your location path in SWOL. You can jump to any level by clicking on said level in the location path. |
| | Database icons. Icons only appear for the databases the User has rights to access. The active icon indicates the database you are in |

| Item | Description |
|---|---|
|  | Actions (Add, Update, Delete ….) appear on the left side of each Listing Screen |
|  | Column Filters appear across the top of each Listing Screen. Select Show All to clear the column filters. |
|  | Checkboxes to View In-Active Athletes and Dim Records |
|  | Click on a Column Heading to sort the Listing Screen by that column. Click a second time on the same column to reverse the sort order. Not all column headings shown |
|  | Each Row in the Listing Screen represents a Record stored in the Database |
|  | Scroll forward and backwards commands and page numbers available are displayed at the bottom of each Listing Screen. You can jump to the first or last page, page by page or jump to a specific page. The current page is highlighted. |
|  | Page size sets the number of records listed per page. Items indicates the number of records in the current database. |

### Database Input Screen

When you select a record in a database and press Update SWOL will open a Database Input Screen. All information for a record is entered from a Database Input Screen.

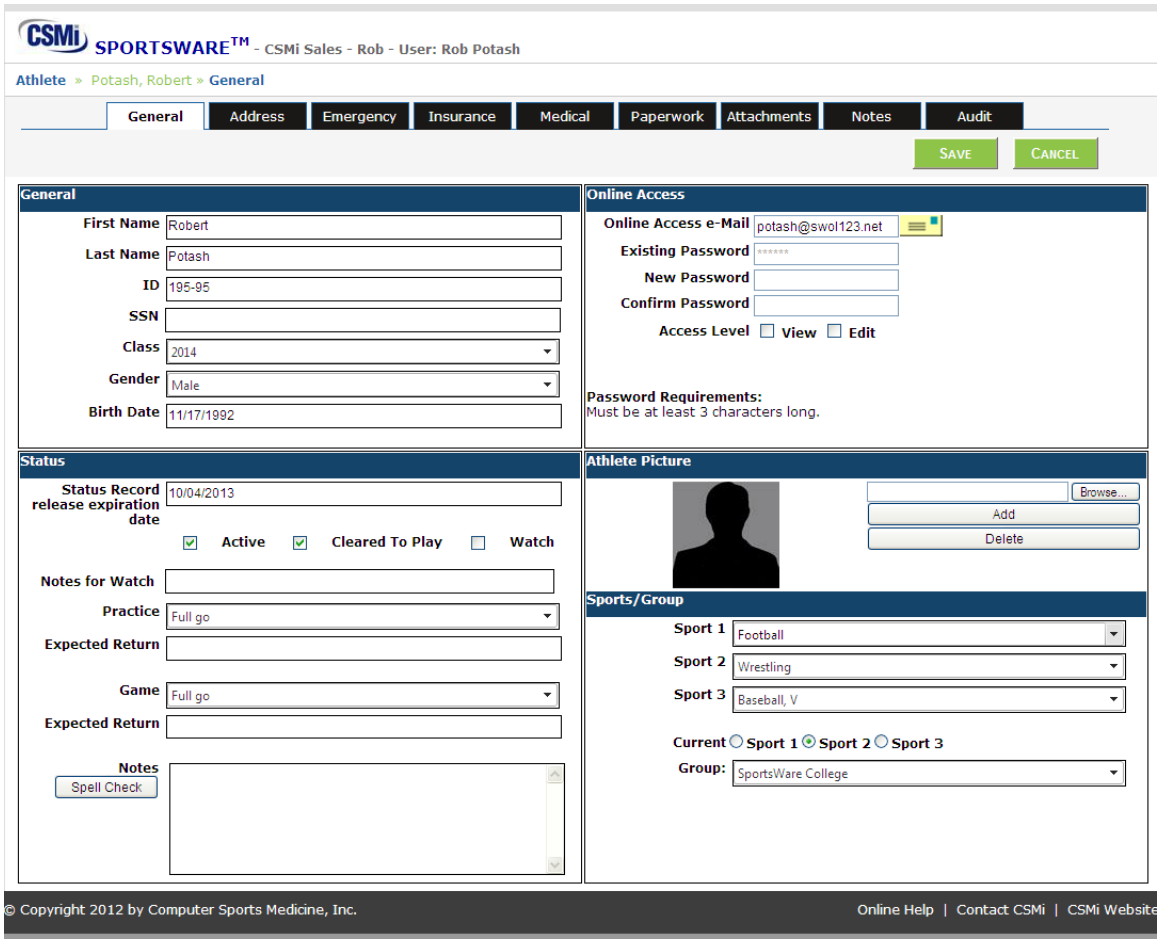



Figure 22 Database Input Screen

- Save command is located in the top right corner
- Cancel command is located in the top right corner

## Databases

SWOL includes 16 Databases. Adding, Updating and Deleting Records is similar in each database. If a database record can be associated with an injury you will be given the choice of attaching the new record to an existing injury, new injury, or no injury at all.

Referential integrity is a system of rules that SWOL uses to ensure that relationships between records in related databases are valid and that you don't accidentally delete or change related data.

| Database | Related Database |
|---|---|
| **Athlete** | Injury, Physical, Medical History, Weight |
| **Injury** | Treatment, Medication, Insurance, Referral, Dr. Orders, Surgery, Sign-Out, Concussion |

In SWOL each Injury, Physical, Medical History, and Weight record is connected to an Athlete record in the Athlete Database. Similarly, each Treatment, Medication, Insurance, Referral, Dr. Orders, Surgery, Sign-Out, and Concussion record is linked to a specific record in the Injury Database.

This structure provides a number of advantages in managing your athlete data, for example:

- You can generate a report showing the number of treatments for each injury.
- When you update information on an injury, the updated information automatically shows in the Treatment, Medication, Insurance, Referral, Dr. Orders, and Sign-Out records.

***Warning:*** *When you delete an athlete, all the records downstream; Injury, Physical, Treatment, Medication, Insurance, Referral, Dr. Orders, Sign-Out, Medical Records, Weight, and Concussion records for that athlete are automatically deleted. For this reason we recommend you leave the Delete option off for all Users.*

## Athlete Database

Each Athlete will have one and only one record in the Athlete Database.

### Athlete Database: Listing Screen

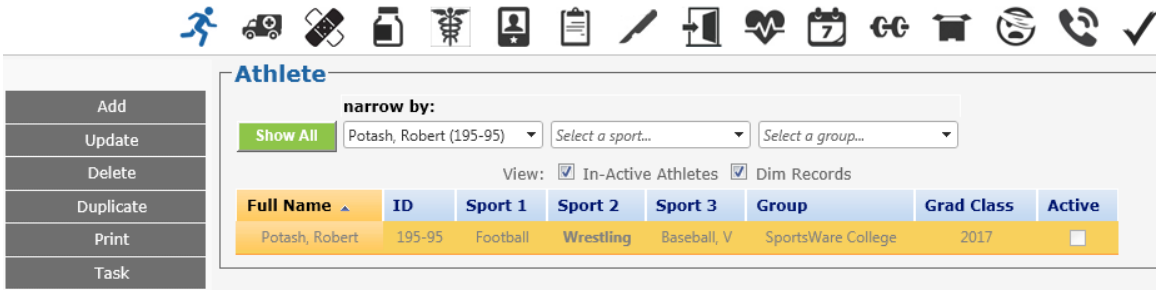



Figure 23 Athlete Database: Listing Screen

The Athlete Listing Screen shows all of the Athletes in database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name, Sport, and Group.

Below the Filters are two Checkboxes which adjust what records are displayed or highlighted in the Listing Screen. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings:

- In-Active Athletes - Shows Injuries for both Active and In-Active Athletes
- Dim Records – Shows In-Active athletes in a lighter font so it is easier to see records for Active Athletes.

The Athlete Listing Screen includes the following columns: Full Name, ID, Sport1, Sport2, Sport3, Group, Grad Class, and Active. The athlete's current sport will be highlighted in bold type. If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

## Athlete Database: Input Screen

***Note:*** *You can fill in as much or as little information as you need. Think about the reports you want to generate. For example, if you want to create Travel Reports (Athletes, Emergency Contacts, Insurance, Medical Alerts and Insurance Information) you would need to fill out data on all five tabs.*

### Athlete Database: General Tab

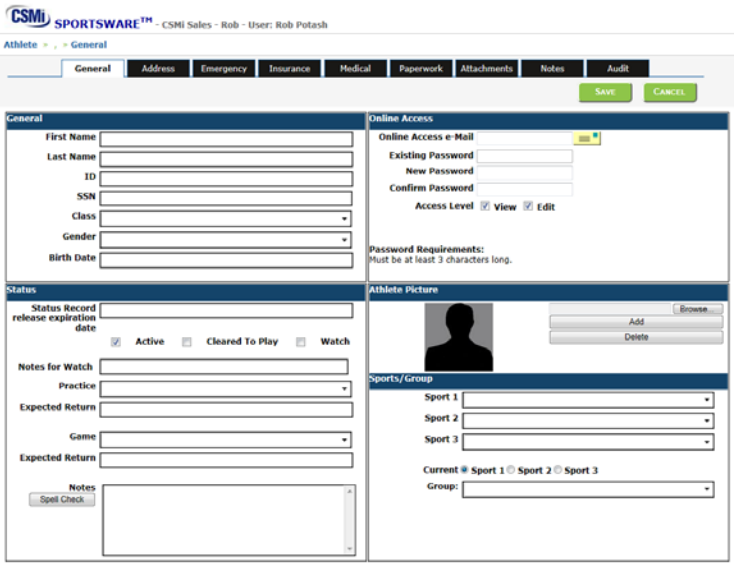



Figure 24 Athlete Database: General Tab

### *Background*

| Field | Description |
|---|---|
| **First Name** | Athlete First Name. |

| | |
|---|---|
| **Last Name** | Athlete Last Name |
| **ID** | Athlete school ID number. |
| **SSN** | Social Security Number |
| **Class** | Year the athlete is expected to graduate. |
| **Gender** | Athlete Gender (female or male). |
| **Birth Date** | The Athlete's birth date. |

### *Status*

| Field | Description |
|---|---|
| **Status Record Release Expiration Date** | Records the date at which the Athlete's Information Release form expires. *Note: Use the Report, Athlete, Record Release Expire report to print a report of Athlete releases which expire during a time.* |
| **Active Checkbox** | Indicates Active athletes. Athletes currently in sports programs are set to Active. Athletes are typically set to In-Active when they graduate or leave the sports program. Setting athletes to In-Active, rather than deleting them allows you to re-call their data if questions arise at a later time.<br><br>SportsWare typically only displays and reports on records for Active athletes. Use the View In-Active Athletes checkbox command located at the top of the Athlete Listing Screen to view the records for In-Active athletes.<br><br>SportsWare allows you to display In-Active Athlete records in a grayed font. Use the View, Dim Records checkbox located at the top of the Athlete Listing Screen to dim the records for In-Active athletes |
| **Cleared to Play Checkbox** | Records if athlete is cleared to play. For example, all documentation is in and grade requirements have been met. |
| **Watch** | Puts Athlete on a Watch List only the Athletic Trainer can see. The Watch List appears on the Athletic Trainer's Dashboard. |
| **Notes for Watch** | Record reason why Athlete is on the Watch List. Only the Athletic Trainer has access to information recorded here. |

| Field | Description |
|---|---|
| **Practice** | SportsWare uses this field to decide which athletes should be included on the Coach's Report and Status-Practice Report. (From the Injury Database select Report, Coach.) |
| **Expected Return** | If an athlete cannot practice, record the expected date of return here. It will appear on the Coach's Report |
| **Game** | SportsWare uses this field to decide which athletes should be included on the Coach's Report and Status-Game report. |
| **Expected Return** | If an athlete cannot compete, record the expected date of return here. It will appear on the Coach's Report |
| **Notes** | Notes in this field appear in the Coach's Report. Each time you edit a record for an athlete SWOL will ask if you want to edit the Practice and Game Status and the Notes. |

### *Online Access*

| Field | Description |
|---|---|
| **Online Access e-Mail** | The Athlete's e-mail address. This is the field SWOL will use for the Athlete Portal. Each Athlete Record can only have one email address to access it via the Athlete Portal.<br><br>The same email address can be used for more than one Athlete Records (family) but the passwords must be unique for each Athlete Record.<br><br>Once an email address is recorded you can initiate an email by selecting the Letter Icon. |
| **Existing Password** | Shows asterisks. Nothing to record |
| **New Password** | Enter a password for the Athlete to use when logging on to SWOL.<br><br>NOTE: If you leave blank (our recommendation), the athlete will have the ability to create a password the first time she logs on to SWOL. |
| **Confirm Password** | If you choose to enter a password for athlete enter it a second time to confirm accuracy. |
| **Access Level** | View gives the Athlete the ability to view her Pre-participation information via |

| Field | Description |
|---|---|
| **View**<br><br>**Edit** | the www.swol123.net Athlete Portal. Edit gives the Athlete the ability to edit her Pre-participation information via the www.swol123.net portal. |

### *Athlete Picture*

| Field | Description |
|---|---|
| **Browse, Edit, Delete** | Press Browse to select a picture to store in the Athlete Record.<br><br>Use Add to store the picture in the Athlete Record.<br><br>Use Delete to remove a picture from the Athlete Record. |

### *Sport/Group*

| Field | Description |
|---|---|
| **Sport1, 2, 3** | SWOL will store up to three sports for each athlete. |
| **Current** | Select the radio button next to Sport 1, 2 or 3 to signify what is the athlete's current sport. The current Sport will be automatically inserted when creating new sub-records for the Athlete. |
| **Group** | The Group field is typically used to indicate the Athlete's school or organization. Completing the Group field will enable you to create individual reports for multiple schools or organizations.<br><br>If all of your Athletes are from the same school (i.e. all of the records would have the same entry) you can leave this field blank. |

## Athlete Database: Address Tab

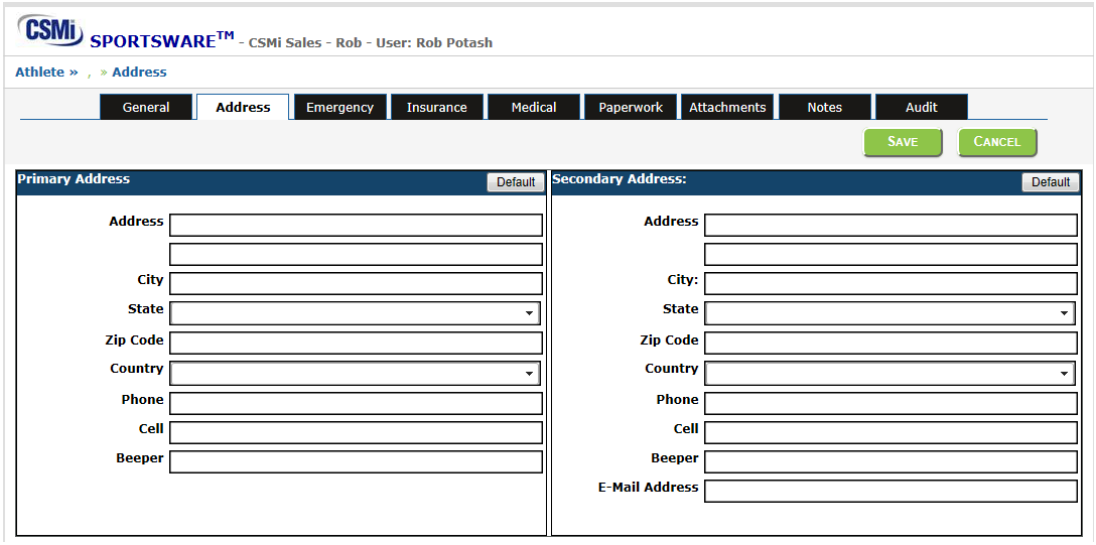



Figure 25 Athlete Database: Address Tab

SWOL can store two addresses for each athlete. In the high school setting the second address might be used if the athletes' parents live separately. In the college setting the addresses may be used for the athletes' school and home addresses.

| Field | Description |
|---|---|
| **Address** | Athlete Street Address |
| **City** | Athlete City |
| **State** | Athlete State |
| **Zip** | Athlete Zip Code. |
| **Country** | Athlete Country |
| **Phone** | Athlete Wired Phone number. Note: SWOL does not apply phone formatting so you can enter international numbers. You will need to add formatting characters, e.g. (, ), or – if you want them to appear on your reports. |
| **Cell** | Athlete Cell Phone number. |
| **Beeper** | Athlete Beeper number. |

***Note:*** *You may enter a secondary address for an athlete with two different addresses. The secondary address includes a space for an additional email address. Make sure to enter the primary email address on the Athlete General tab.*

### *Insert Default Address*

To expedite data entry you can set a default address (street, city, state, zip, and phone) in SWOL. This is especially useful at the high school level where most of the athletes have the same City, State, ZIP, and Area Codes.

## Athlete Database: Emergency Tab

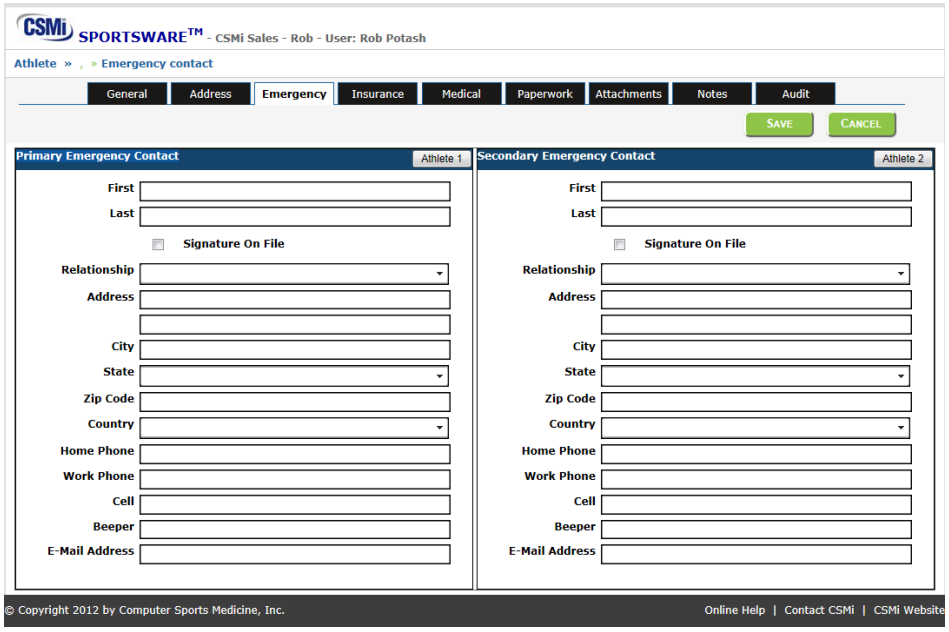



Figure 26 Athlete Database: Emergency Tab

SWOL accepts two Emergency Contacts per Athlete.

| Field | Description |
|---|---|
| **First** | First name of Emergency Contact |
| **Last** | Last name of Emergency Contact |
| **Signature on file checkbox** | When checked indicates there is a signed release to treat the athlete on file. |
| **Relationship** | The Emergency Contact's relation to the Athlete. |
| **Address** | Emergency Contact Street Address |

| | |
|---|---|
| **Address** | Emergency Contact Street Address |
| **City** | Emergency Contact City |
| **State** | Emergency Contact State |
| **Zip** | Emergency Contact Zip Code |
| **Country** | Emergency Contact Country |
| **Home Phone** | Emergency Contact Home Phone number. |
| **Work Phone** | Emergency Contact Work Phone number. |
| **Cell** | Emergency Contact Cell Phone number. |
| **Beeper** | Emergency Contact Beeper number. |
| **E-mail Address** | Emergency Contact e-mail address. |

### *Insert Athlete Address*

To expedite data entry you can copy the Athlete addresses to the Emergency Contacts. This is especially useful at the high school level where most athletes live with their parents.

To copy the Athlete Address, from the **Emergency Contact** page, click the **Athlete 1 or Athlete 2** button.

## Athlete Database: Insurance Tab

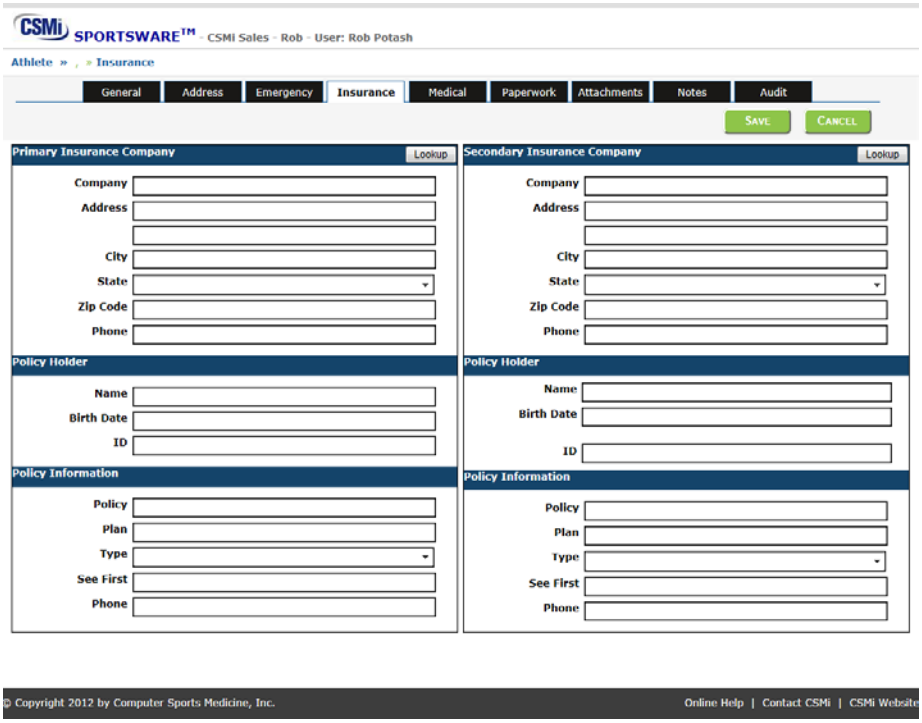



Figure 27 Athlete Database: Insurance Tab

You can enter a primary and secondary insurance company. When entering insurance claims, (see Insurance Database), SWOL copies the Insurance Information from the Athlete Record to the Insurance Claim Record.

| Field | Description |
|---|---|
| **Company** | Insurance Company name. |
| **Address** | Insurance Company Street Address |
| **Address** | Insurance Company Street Address |
| **City** | Insurance Company City |
| **State** | Insurance Company State |
| **Zip** | Insurance Company Zip Code |
| **Phone** | Insurance Company Phone number. |
| **Name** | The Policy Holder name. |

| | |
|---|---|
| **Birth Date** | The Policy Holder birth date. |
| **ID** | The Policy Holder ID. |
| **Policy** | Insurance policy Number |
| **Plan** | Insurance Policy Plan Number |
| **Type** | The Insurance Plan type, e.g. PPO, HMO. |
| **See First** | The person the athlete must see for an initial visit and referral. |
| **Phone** | The See First contact's phone number. |

### *Insert Insurance Company Address*

To expedite data entry you can the store Insurance Company addresses in the SWOL Phonebook.

To insert the Insurance Company Address:

1. From the **Insurance Contact** page, click the **Lookup** button.
2. SWOL will display a Picklist of **Insurance Companies**.
3. Select the desired **Insurance Company** and click the **OK** button.

To add or edit the list of Insurance Company Addresses:

1. From the **Phone Book Database**, enter the Insurance Company information and select the record type as "Insurance Company". *Insurance Company information entered in the Phone Book Database will be available through the **Lookup** button.*

## Athlete Database: Medical Tab

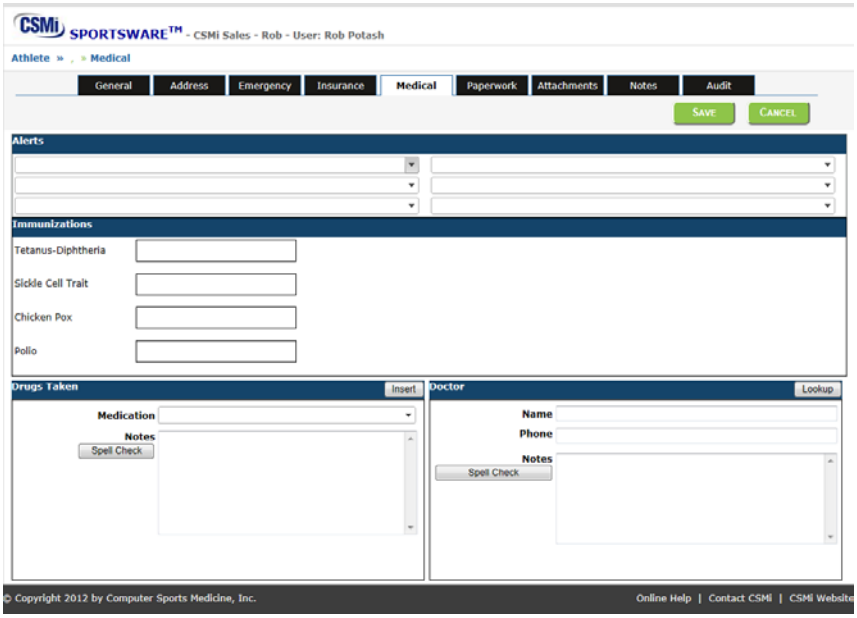



Figure 28 Athlete Database: Medical Tab

| Field | Description |
|---|---|
| **Alerts** | Record the athlete's alerts, e.g. allergies. |
| **Immunizations** | Record the athlete's immunizations. Customize this list via Picklists, Immunizations. |
| **Drugs Taken** | Medications the athlete is taking. |
| **Doctor** | The Athlete's Primary Physician and his/her phone number. ***Note:*** *Use the Phone Book Database to enter Doctor information. Doctor information entered in the Phone Book Database will be available through the Lookup button.* |

## Athlete Database: Paperwork Tab

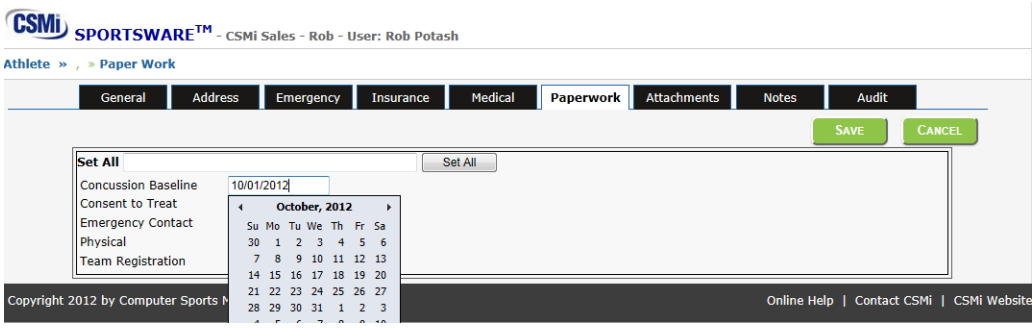



Figure 29 Athlete Database: Paperwork Tab

The Paperwork Page includes a list of 5 expiration date boxes for paperwork you may have to track. To enter an expiration date, simply highlight the text box and select a date from the pop-up calendar.

## Athlete Database: Attachments Tab

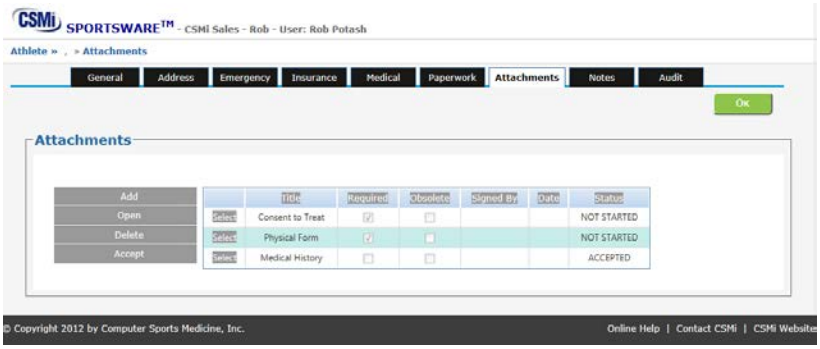



Figure 30 Athlete Database: Attachments Tab

You can attach any type of Windows file to an Athlete Record. For example, scanned reports, picture of an injury, Word documents. There is a 4MB limit for each file uploaded.

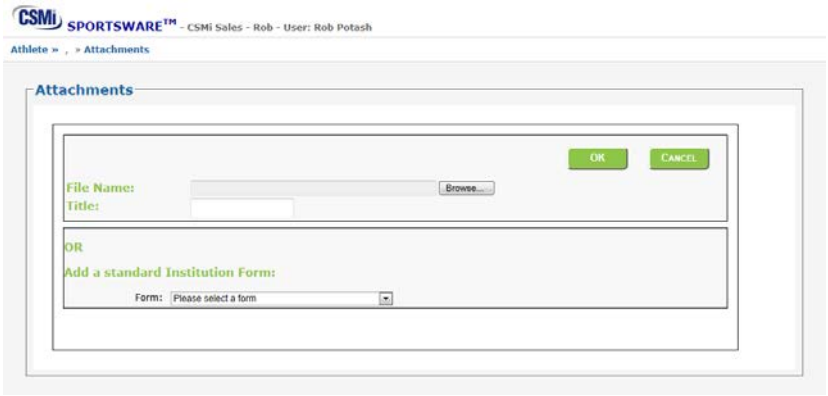



Figure 31 Athlete Database: Add Attachment

| Item | Action |
|---|---|
| **Add** | Add a new Attachment. To add an Attachment:<br>1. Click the Add button.<br>2. SWOL displays the Windows Open Dialog box.<br>3. Select the file you want to add and click the Open button.<br>4. Enter the Description and click the OK button. |
| **Open** | Open the selected Attachment |
| **Delete** | Delete the selected Attachment. |
| **Accept** | Accept the select Attachment. Once an Attachment is accepted it can no longer be edited. |

## Athlete Database: Notes Tab

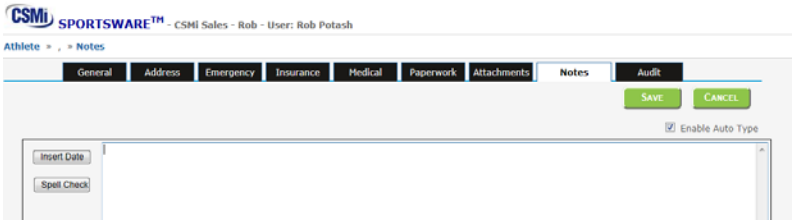



Figure 32 Athlete Database: Notes Tab

The **Notes** Page allows you to record general information in the Athlete Record. ***Note:*** *SWOL automatically copies all changes from the General Tab Practice, Game and Notes Status Fields into this Notes field, creating a running history of the changes.*

## Athlete Database: Audit Tab

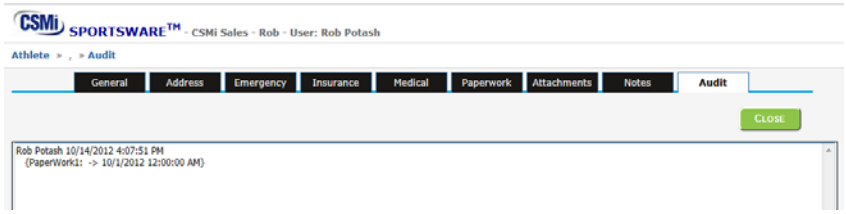



Figure 33 Athlete Database: Audit Tab

The **Audit** Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

***Note:*** *Audit tracking does not record changes to Note fields (Status Notes, Medical Notes, and General Notes). Small changes to long notes would results in long Audit Trails. The user entering the note should record their initials and the date directly in the note field.*

## Athlete Database: Actions

### Athlete Database: Add a New Record

To add a new Athlete to the Athlete Database:

1. Click **Athlete Database** icon to access the Athlete Database.
2. From the Athlete Listing Screen, click the **Add** button. SWOL will create a new, blank Athlete Data Record Screen.
3. Enter the new athlete information.
4. Click the **OK** button to save the new record, or click the **Cancel** button to delete the new record.

### Athlete Database: Update an Existing Record

To Update an Athlete Record:

1. Click **Athlete Database** icon to access the Athlete Database.
2. Select the Athlete Record from the Athlete Listing Screen and click Update.
3. Update the Athlete Record with the new information.
4. Click the **Save** button to save the change to the athlete record, or click the **Cancel** button to cancel your changes.

### Athlete Database: Delete a Record

1. Click **Athlete Database** icon to access the Athlete Database.
2. Select the Athlete Record from the Athlete Listing Screen.
3. Click the **Delete** button. SWOL will ask you to confirm the deletion.
4. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

***Note:*** *When you delete an Athlete Record, all of the Athlete's Injury, Treatment, Referral, Physical, Medication, Sign-Out, Surgery, Medical History, Concussion, and Billing records are also deleted.*

### Athlete Database: Duplicate a Record

If a family has more than one Athlete in SWOL it may be faster to duplicate an existing Athlete Record than create a new record.

1. Click the Athlete Database Icon to access the Athlete Database
2. Select the Athlete Record you want to duplicate from the Athlete Listing Screen
3. Click Duplicate. SWOL will create a new record with the word DUPLICATE in the First Name field, the Last Name from the original records and copy all of the other completed

fields from the original record to the new record that were completed on the Address, Emergency, and Insurance Tabs.

### Athlete Database: Print an Athlete Record

1. Click **Athlete Database** icon to access the Athlete Database.
2. Select the Athlete Record from the Athlete Listing Screen.
3. Click the **Print** button

### Athlete Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Athlete Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When that person logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link.

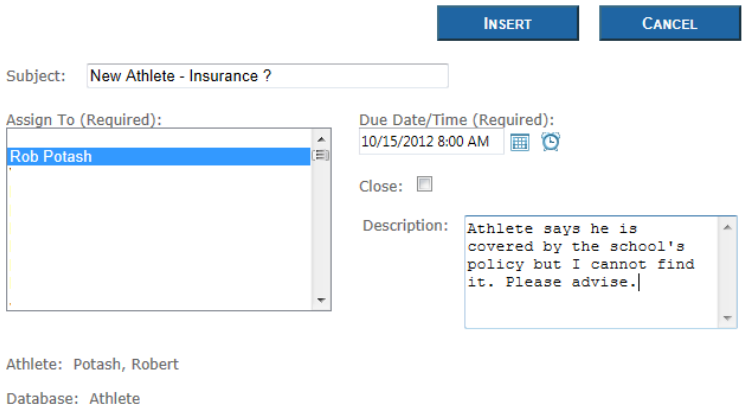



Figure 34 Athlete Database: Task Page

1. Click **Athlete Database** icon to access the Athlete Database.
2. Select the Athlete Record from the Athlete Listing Screen.
3. Click **Task**.
4. Fill out Task fields and press Insert to send to the receiver.

| | For | By | Due | Subject | Description | Closed | Athlete | Database |
|---|---|---|---|---|---|---|---|---|
| Select | Rob Potash | Rob Potash | 10/15/2012 8:00:00 AM | New Athlete - Insurance ? | Athlete says he is covered by the school's policy but I cannot find it. Please advise. | ☐ | Potash, Robert | Athlete |

Figure 35 Athlete Database: Task List

## Injury Database

The Injury Database is used to record injuries, the actions taken, and the conditions under which the injuries occurred. Injuries, therefore, are linked to an athlete record. Before an injury can be

recorded for an athlete, the athlete must have an Athlete Record in the Athlete Database. An athlete can have an unlimited number of injury records.

To access the Injury Database, click on the Injury button on the left sidebar.

## Injury Database: Listing Screen

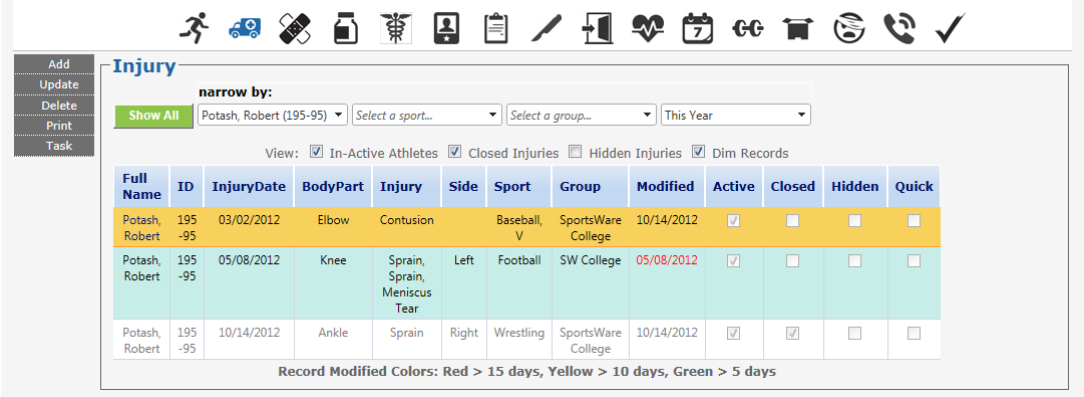



Figure 36 Injury Database: Listing Screen

The Injury Listing Screen shows all of the Injuries in the database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name, Sport, Group and Date Search. The Show All button clears all of the filters.

Below the Filters are four Checkboxes which adjust what records are displayed or highlighted in the List Screen. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings

- In-Active Athletes - Shows Injuries for both Active and In-Active Athletes
- Closed Injuries - Shows both open and closed injuries
- Hidden Injuries - Hidden injuries are injuries that were recorded for Treatments without an Injury. For example you record Ice Treatments for an athlete but it is not worth it to record as an injury. Shows both Injuries and Hidden Injuries.
- Dim Records – Shows hidden and closed Injuries in a dimmer font so it is easier to see Open Injuries.

The Injury Listing Screen includes the following columns: **Full Name**, **ID**, **Injury Date**, **Body Part, Injury**, **Side, Sport (as in Sport the injury occurred in), Group, Modified, Active, Close, Hidden, and Quick.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

Dates in the Modified Column for all Open Injuries will be colored based on the last time the record was edited. The purpose is to make you aware of Open Injuries that have not been recently updated.

Modified Column Color Codes

- Black - record has been edited within the last 5 days
- Green - record has not been edited within the last 5 to 10 days
- Yellow - record has not been edited within the last 10 to 15 days
- Red - record has not been edited within the last 15 days

# Injury Database: Input Screens

## Injury Database: General Tab

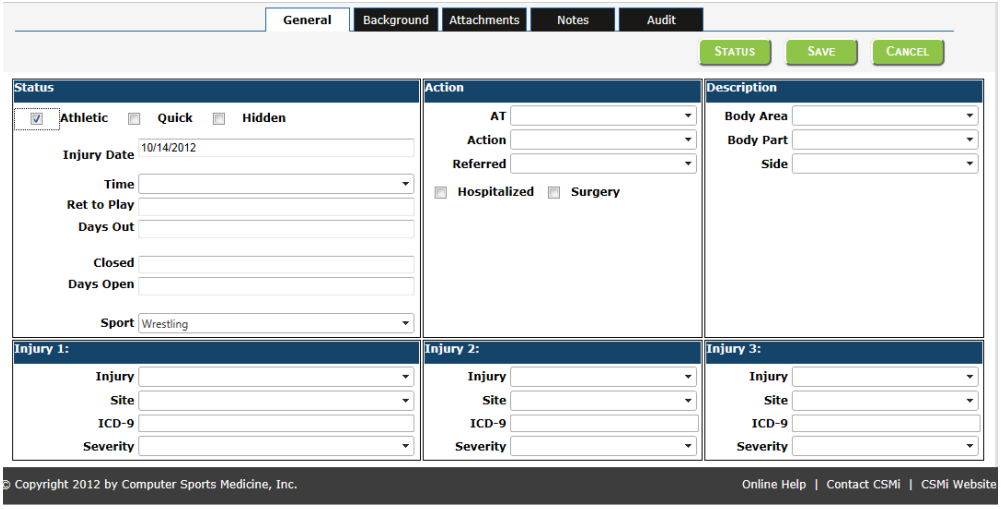



Figure 37 Injury Database: General Tab

### *Status*

| Field | Description |
|---|---|
| **Athletic** | Use this to identify the injury as being Athletic-related. By default this box is checked when new records are added. |
| **Quick** | Identifies records entered via Quick Treatments. Athletes typically enter Quick Treatment records. This checkbox makes it easy for the athletic trainer to find such records, confirm they are correct, and then remove the checkmark. |
| **Hidden** | Identifies injury records created via Treatment Database or Quick Treatments. Hidden Injuries are not included in Injury Statistics reports. |
| **Injury Date** | Date the injury occurred. |
| **Time** | Time the injury occurred |
| **Ret to Play** | Select this field to indicate the athlete has returned to play. The Injury will remain Open as Treatments can continue to be entered for the Injury.<br>• When you enter the Return to Play date, SportsWare calculates the |

| Field | Description |
|---|---|
| | number of days between the Injury Date and Return to Play Date and inserts it into the Days Out Field.<br>• To print a report of days out, from the Report menu, select Injury, Days Out. |
| **Days Out** | Automatically calculates based on the difference between Injury Date and Ret to Play date. |
| **Closed** | Select this field and choose a date from the pop-up calendar to indicate the injury is closed and is no longer being treated.<br><br>SportsWare calculates the number of days between the Injury Date and Closed Dates and inserts it into the Days Open Field. If you manually adjust the Days Open entry it will not affect the Injury Dates.<br><br>To print a report of the Days Open, from the Report menu, select Injury, Days Open.<br><br>SportsWare allows you to select if Closed Injuries and the related records (Treatment, Medication, Referral, etc.) are displayed. From the View menu, click Closed Injuries if you want to view them.<br><br>SportsWare allows you to display Closed Injuries and the related records in a grayed font. From the View menu, select Dim Records. |
| **Days Open** | Automatically calculates based on the difference between Injury Date and Date the Athlete stops receiving treatment for the Injury. |
| **Sport** | Indicates the sport the athlete was playing when the injury occurred. |

### *Action*

| Field | Description |
|---|---|
| **ATC** | Certified Athletic Trainer or Athletic Training Student recording the injury. |
| **Action** | Action Taken. |
| **Referred** | If athlete was referred to a healthcare provider. *Note: If you need to track numerous referrals for the same injury you should use the Referral Database.* |
| **Hospitalized** | The injury required hospitalization. |
| **Surgery** | The injury required surgery. *Note: If you want to record surgery types you should use the Surgery Database.* |

### *Description*

| Field | Description |
|---|---|
| **Body Area** | The Body Area injured, e.g. Upper Extremity, Lower Extremity. |
| **Body Part** | The Body Part injured, e.g. Knee, Hip. The Body Part picklists are linked to the Body Area. After selecting a Body Area, SportsWare loads the appropriate Body Parts. |
| **Side** | The side injured, e.g. Right, Left, Midline. |

### *Injury 1*

| Field | Description |
|---|---|
| **Injury** | The Injury, e.g. Bursitis, Contusion. The Injury picklists are linked to the Body Part. After selecting a Body Part, SportsWare loads the appropriate Injuries. |
| **Site** | The Injury Site, e.g. Pre-patellar Bursa. The Injury Site picklists are linked to the Injury. After selecting an Injury, SportsWare loads the appropriate Injury Sites. |
| **ICD-9** | The ICD-9 code for the Injury. SportsWare allows you to enter the default ICD-9 code when editing the Injury picklist. |
| **Severity** | The Severity of the injury, e.g. Grade 1, Grade 2, Mild, Severe. |

***Note:***

- There are sections to fill out Injury 2 and Injury 3, if necessary. These sections have the same fields as Injury 1 described above and apply to the same Body Area, Body Part. ***Note:*** *If the athlete injured both their shoulder and their knee, two separate injury records should be entered.*
- *To record a condition not associated with a specific* ***Body Part*** *such as influenza, select General Medical for* ***Body Area*** *and Infectious Disease for* ***Body Part****, then in* ***Injury*** *select influenza.*
- *If you use the Picklist Editor to delete an entry from Body Area picklist, SWOL will delete all of the Body Part, Injury, and Injury Site records associated with the Body Area entry you deleted. WE STRONGLY RECOMMEND YOU DO NOT DELETE ANY ENTRIES FOR ANY OF THESE FIELDS.*

## Injury Database: Background Tab

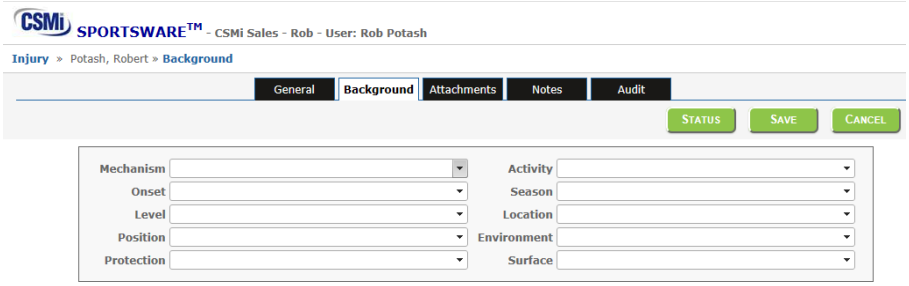



Figure 38 Injury Database: Background Tab

| Field | Description |
|---|---|
| **Mechanism** | Injury Mechanism, e.g. Rotation, Abduction. |
| **Onset** | Injury Onset, e.g. Acute, Chronic. |
| **Level** | Athlete level when injury occurred, e.g. Varsity, Junior Varsity, Club Sport. |
| **Position** | Position in the Sport, e.g. Center, Quarterback. The Position picklist is linked to the Sport picklist. |
| **Protection** | Protective equipment worn when the injury occurred, e.g. Knee brace, tape. |
| **Activity** | Activity when the injury occurred, e.g. Practice, Game. |
| **Season** | Season when the injury occurred, e.g. Pre-season, In-season. |
| **Location** | Playing location where the injury occurred, e.g. Away, Field house, Stadium. |
| **Environment** | Environment when the injury occurred, e.g. Sunny, Rain, Snow, Facility Controlled. |
| **Surface** | Playing surface when the injury occurred, e.g. Mat, Artificial Turf, Grass. |

## Injury Database: Attachments Tab

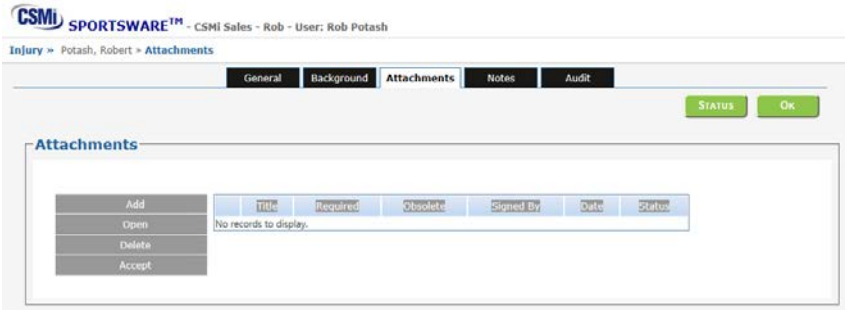



Figure 39 Injury Database: Attachments Tab

You can attach any type of file to an injury record for example an x-ray or movie clip of an injury. From the Attachments Tab you and Add, Open, Delete, or Accept an Attachment.

## Injury Database: Notes Tab

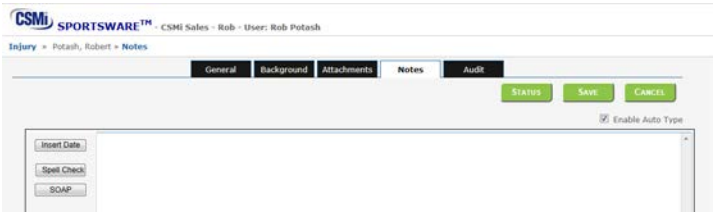


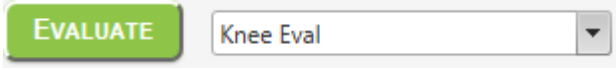

Figure 40 Injury Database: Notes Tab

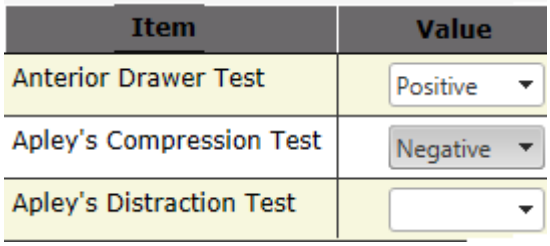
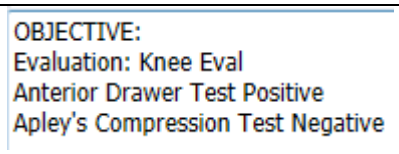
### *Note Commands*

| Field | Description |
|---|---|
| **Insert Date** | Inserts current date and time. |
| **Spell Check** | Runs the Spell Checker |
| **SOAP** | Opens the Subjective, Objective, Assessment, and Plan template for recording notes |

## Injury Note: Evaluate

At the top of the SOAP Notes Template screen is the option to access a list of standard evaluations.

| Field | Description |
|---|---|
|   | Use the Pull-down list to select a Body Part or other option. Press Evaluate. |

| | |
|---|---|
|  | Review the Evaluation Option. Select Positive or Negative for all Evaluations performed.<br><br>To edit the Evaluate List go to Picklists, Evaluations. |
|  | Press **Save** to inser the results into the Objective Field of the SOAP Template. |

### Injury Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

## Injury Database: Actions

### Injury Database: Add a New Record

To add a new record to the Injury Database:

1. Click the **Injury Database** button to access the Injury Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Injury Listing Screen to find an Athlete.
3. Click the **Add** button to add a new Injury Record.
4. Enter the **Injury** information.
5. Click the **Save** button to save the new injury.

### Injury Database: Update a Record

To edit an Injury Record:

1. Click **Injury Database** button to access the Injury Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Injury Listing Screen to Find an Athlete.
3. Select the desired Injury Record from the **Injury Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Injury Record.
5. Update the Injury Record with the new information.
6. Click the **Save** button to save the change to the Injury Record, or click the **Cancel** button to cancel your changes.

### Injury Database: Delete a Record

To delete an Injury Record:

1. Click **Injury Database** button to access the Injury Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Injury Listing Screen to Find an Athlete.
3. Select the desired Injury Record from the **Injury Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

***Note:*** *When you delete an Injury Record, all the linked Treatment, Referral, Medication, Sign-Out, and Surgery records are also deleted. Any records linked to other Injury Records are retained in the database.*

### Injury Database: Print a Record

1. Click **Injury Database** icon to access the Injury Database.
2. Select the Injury Record from the Injury Listing Screen.
3. Click the **Print** button.

### Injury Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Injury Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When someone logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section.

## Athlete Status

After adding or editing an Injury, Treatment, Referral, etc. record there are three options:

| Field | Description |
|---|---|
| **Status** | Save your changes and update the Athlete's Status. |
| **Save** | Save your changes and return to the listing screen. |
| **Cancel** | Cancel your changes and return to the listing screen. |

### Athlete Status Note

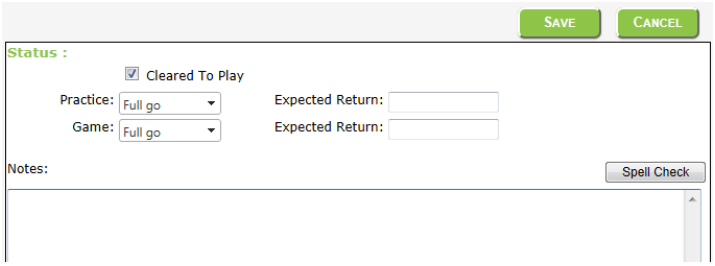



Figure 41 Athlete Status Note

The Status Window is used to communicate the Athletes Status on the Coach Report. The Coach Report uses the Practice and Game Status fields to select athletes for report.

The Status Window includes the following fields:

| Field | Description |
|---|---|
| **Cleared to Play** | General Cleared to Play checkbox. For example once all pre-participation paperwork is in Athlete is Cleared to Play |
| **Practice** | Practice Status. To edit the Pull-down list go to Picklists, Status Values. We recommend you keep this list short. |
| **Expected Return** | Date the athlete is expected to return to practice. |
| **Game** | Game Status. To edit the Pull-down list go to Picklists, Status Values. We recommend you keep this list short. |
| **Expected Return** | Date the athlete is expected to return to game participation. |
| **Notes** | Notes you want the Coach to see on the Coach Report. |

## Treatment Database

The Treatment Database is used to record treatments to an athlete. Each Treatment Record is linked to a record in the Injury Database. If you are providing a treatment without an existing injury, e.g. preventive taping, you should record the body part you are providing treatment to. This will add a “hidden injury” in the treatment database.

## Treatment Database: Listing Screen

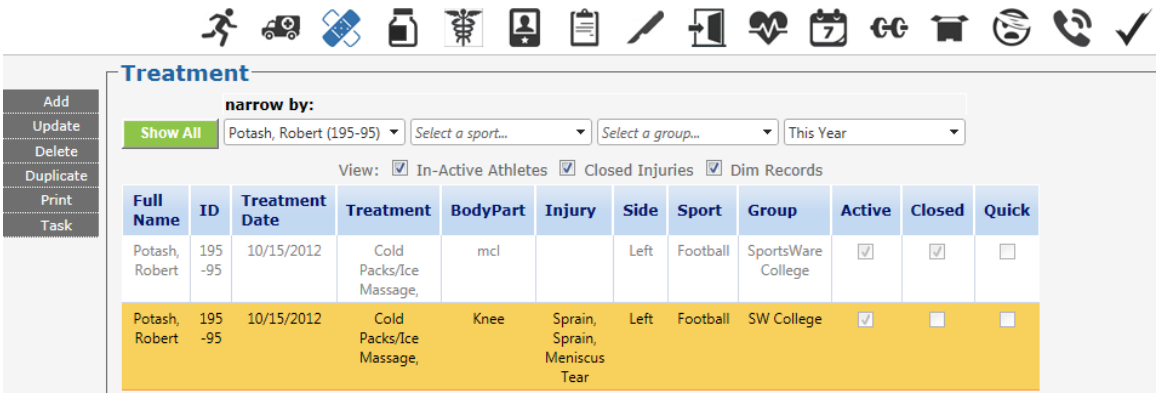



Figure 42 Treatment Database: Listing Screen

The Treatment Listing Screen shows all of the Treatments in database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name, Sport, Group and Date Search. The Show All button clears all of the filters.

Below the Filters are three Checkboxes which adjust how records are displayed or highlighted in the Listing Screen. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings.

- In-Active Athletes - Shows Treatments for both Active and In-Active Athletes
- Closed Injuries - Shows Treatments for both open and closed injuries
- Dim Records – Shows records attached to Closed and Hidden Injuries in a lighter font so it is easier to see records for Open Injuries.

The Treatment Listing Screen includes the following columns: **Full Name**, **ID**, **Treatment Date**, **Treatment, Body Part, Injury**, **Side, Sport (as in Sport the injury occurred in), Group, Active, Hidden, and Quick.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

## Treatment Database: Input Screen

The Database Input Screen has four Input Tabs: **General**, **Attachments**, **Notes**, and **Audit.** Typically you would create a new Treatment record each time the athlete is treated in the athletic training room.

Attached to each Treatment Modality is a CPT code, a Unit of Time and a Unit Cost. SWOL includes this information for athletic trainers who need to track treatment types for comparison to a traditional physical therapy setting.

## Treatment Database: General Tab

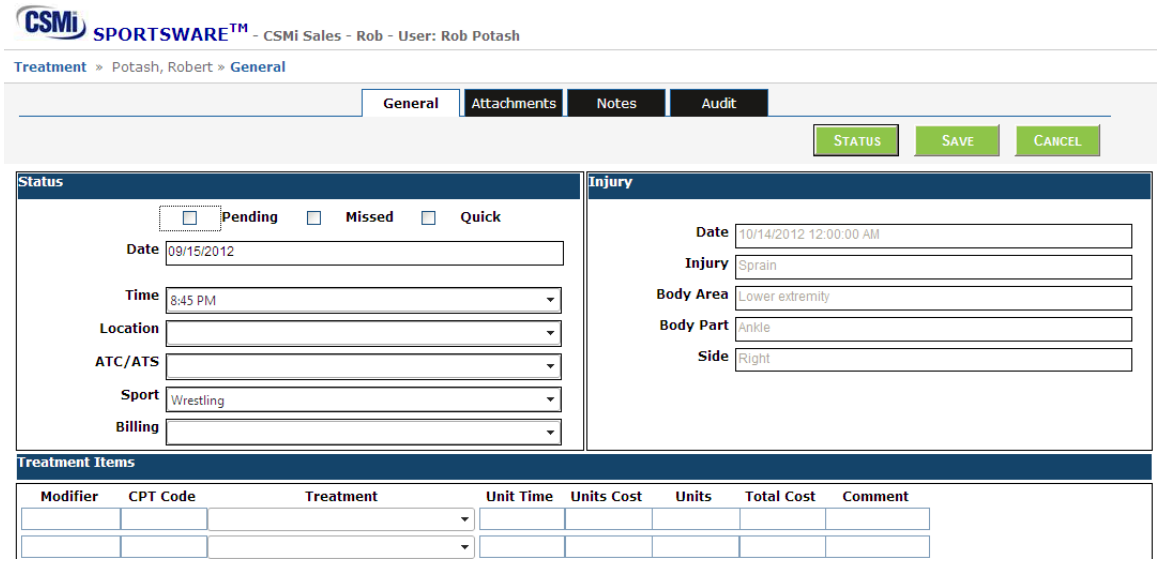



Figure 43 Treatment Database: General Tab

### *Status*

| Field | Description |
|---|---|
| **Pending** | Indicates a treatment is scheduled for a future time. To view a list of pending treatments, from the **Reports** menu, select **Treatments**, **Pending**. |
| **Missed** | Indicates an athlete missed a scheduled treatment. |
| **Quick** | Treatment records added via the Quick Treatments program are marked as Quick. After the treatment has been reviewed by the trainer, the Quick checkbox can be cleared. |
| **Date** | Date treatment provided. |
| **Time** | Time treatment provided. |
| **Location** | Location where the treatment was provided. |
| **ATC/ATS** | Name of the athletic trainer providing the treatment. |
| **Sport** | The athlete's sport when the treatment was provided. When adding a new treatment record, SportsWare initializes the Sport field to the athlete's current sport. |

| | |
|---|---|
| **Billing** | Used in conjunction with the optional Billing Module. The Billing Module allows for the creation of CMS 1500 Forms which are used to submit Insurance claims.<br>• Select **Billed** if Treatment session has been billed.<br>• Select **Unbilled** if Treatment session has not been billed. |

### *Injury*

The displayed Injury fields linked to the injury record. If you need to make changes to the injury information, it must be edited in the Injury record. The changes will automatically be displayed in the Treatment Record.

### *Treatment Modalities*

| Item | Code |
|---|---|
| **Modifier** | CPT code Modifier. |
| **CPT Code** | CPT code for the Treatment Modality. |
| **Treatment** | Treatment modality. |
| **Unit Time** | The base unit of time for the Treatment Modality. |
| **Units Cost** | Cost per unit. |
| **Units** | The number of unit times the Modality was applied. |
| **Total Cost** | Unit Cost times Unit Time. |
| **Comment** | Additional comments on the Modality, e.g. Ultrasound settings. |

## Treatment Database: Attachments Tab

Allows you to attach any type of file to a Treatment Record.

## Treatment Database: Notes Tab

The Notes you see in the Treatment Record are the same notes you see in the attached Injury Record. This keeps all of your notes for a particular injury in one place. If you need to print your notes for an injury you would print an Injury Report. See the Injury Database Notes Section for instructions.

### Treatment Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

## Treatment Database: Actions

### Treatment Database: Add a New Record

To add a new record to the Treatment Database:

1. Click the **Treatment Database** button to access the Treatment Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Injury Listing Screen to Find an Athlete.
3. Click the **Add** button to add a new Treatment Record.
4. SWOL will display the **Injury Selection** screen which is a list of the Athlete's current injuries.

Figure 44 Treatment Database: Select an Injury

- If you are adding a treatment for an existing injury (e.g. Head 9/23/2010), select the Injury and click the **OK** button.
- If you are adding a treatment for a specific injury, but it does not appear on the list, you should click the **Cancel** button, add the new injury to the Injury Database, and then add the new treatment.
- If you are adding a treatment without a specific injury and it is on the Existing Injury List, select the item or enter the body area and body part and click the **OK** button. If you used the "No Specific Injury" area to add the treatment, a Hidden Injury would be created and there would then be two injuries in SWOL, while there was really only one injury in the real world. This can alter the accuracy of your reports.

5. Enter the **Treatment** information.
6. Click the **Save** button to save the new injury.

### Treatment Database: Update a Record

To update a Treatment Record:

1. Click **Treatment Database** button to access the Treatment Database.

2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Treatment Listing Screen to Find an Athlete.
3. Select the desired Treatment Record from the **Treatment Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Treatment Record.
5. Update the Treatment Record with the new information.
6. Click the **Save** button to save the changes to the Treatment Record, or click the **Cancel** button to cancel your changes.

### Treatment Database: Delete a Record

To delete a Treatment Record:

1. Click **Treatment Database** button to access the Treatment Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Treatment Listing Screen to Find an Athlete.
3. Select the desired Treatment Record from the **Treatment Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

### Treatment Database: Duplicate a Record

To duplicate a Treatment Record:

1. Click **Treatment Database** button to access the Treatment Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Treatment Listing Screen to Find an Athlete.
3. Select the desired Treatment Record from the **Treatment Listing Screen**.
4. Click the **Duplicate** button.
5. SWOL will add a new Treatment Record. The new record will be set to the current date/time and duplicate all other Status and Treatment Item fields.
6. Make any changes you want to the record.
7. Click the **Save** button to save the new Treatment Record, or click the **Cancel** button to cancel your changes.
8.

### Treatment Database: Print a Record

1. Click **Treatment Database** icon to access the Treatment Database.
2. Select the Treatment Record from the Treatment Listing Screen.
3. Click the **Print** button

### Treatment Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Treatment Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When someone logs on to SWOL they would see the Task on their Dashboard and could jump to

the record by clicking on the link. This procedure is described in detail in the Athlete Database Section.

## Medication Database

The Medication Database is used to record Medications given to the athlete. Medication Records are linked to a record in the Injury Database. If you are providing a Medication without an existing injury you need to record the body part you are providing Medication to. This will add a "hidden injury" in the Injury database.

### Medication Database: Listing Screen

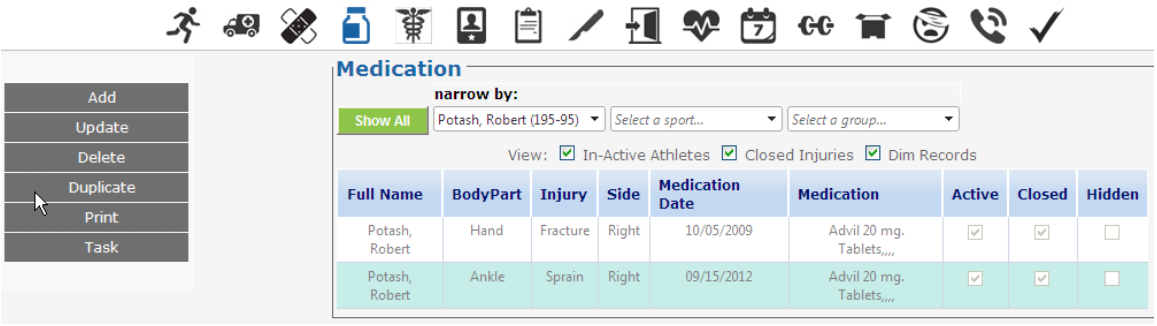



Figure 45 Medication Database: Listing Screen

The Medication Listing Screen shows all of the Medications in database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name, Sport and Group . The Show All button clears all of the filters.

Below the Filters are three Checkboxes which adjust how records are displayed or highlighted in the Listing Screen. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings.

- In-Active Athletes - Shows Medications for both Active and In-Active Athletes
- Closed Injuries - Shows Medications for both open and closed injuries
- Dim Records – Shows records attached to Closed and Hidden Injuries in a lighter font so it is easier to see records for Open Injuries.

The Medication Listing Screen includes the following columns: : **Full Name, Body Part, Injury, Side, Medication Date, Medication, Active, Closed, Hidden.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

# Medication Database: Input Screen

The Database Listing Screen has the following tabs: **General**, **Attachments**, **Notes**, and **Audit.** You can record up to 5 Medications per Medication Input Screen. Typically you would create a new Medication record each time the athlete is treated in the training room.

## Medication Database: General Tab

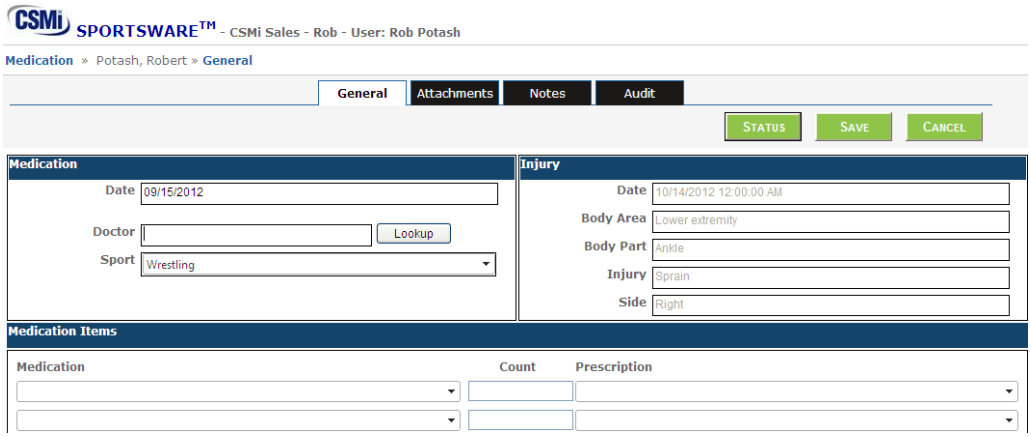



Figure 46 Medication Database: General Tab

### *Status*

| Field | Description |
|---|---|
| **Date** | Date Medication was dispensed. |
| **Doctor** | Physician who prescribed the medication. |
| **Sport** | The athlete's sport when the treatment was provided. |

### *Injury*

The displayed Injury fields linked to the injury record. If you need to make changes to the injury information, it must be edited in the Injury record. The changes will automatically be displayed in the Medication Record.

### *Medication*

| Field | Description |
|---|---|
| **Medication** | The medication given to the athlete. |
| **Count** | The number of pills. |
| **Prescription** | Directions for taking the medication. |

### Medication Database: Attachments Tab

The attachment tab allows you to attach any type of file to a Medication Record.

### Medication Database: Notes Tab

The Notes you see in the Medication Record are the same notes you see in the attached Injury Record.

### Medication Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

## Actions

### Medication Database: Add a New Record

To add a new record to the Medication Database:

1. Click the **Medication Database** button to access the Medication Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Injury Listing Screen to Find an Athlete. Click the **Add** button to add a new Medication Record.
3. SWOL will display the **Injury Selection** screen which is a list of the Athlete's current injuries.

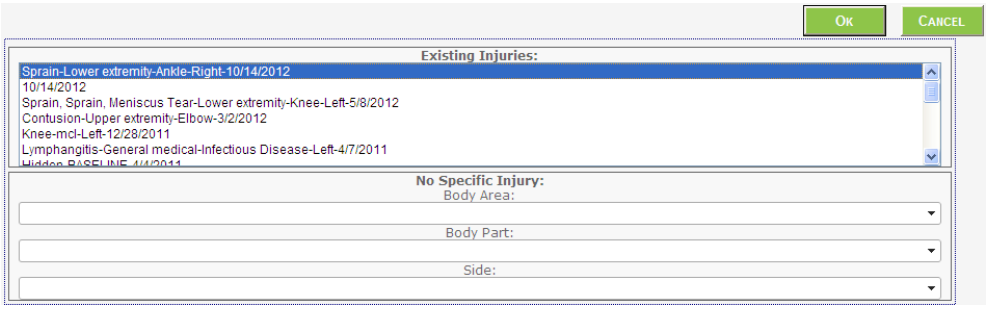



Figure 47 Medication Database: Injury Selection

- If you are adding a Medication for an existing injury (e.g. Head 9/23/2010), select the Injury and click the **OK** button.
- If you are adding a Medication for a specific injury, but it does not appear on the list, you should click the **Cancel** button, add the new injury to the Injury Database, and then add the new Medication.
- If you are adding a Medication without a specific injury and it is on the Existing Injury List, select the item or enter the body area and body part and click the **OK** button. If you used the "No Specific Injury" area to add the Medication, a Hidden Injury would be created and there would then be two injuries in SWOL, while there

was really only one injury in the real world. This can alter the accuracy of your reports.

4. Enter the **Medication** information.
5. Click the **Save** button to save the new injury.

### Medication Database: Update a Record

To update a Medication Record:

1. Click **Medication Database** button to access the Medication Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Medication Listing Screen to Find an Athlete.
3. Select the desired Medication Record from the **Medication Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Medication Record.
5. Update the Medication Record with the new information.
6. Click the **Save** button to save the change to the Medication Record, or click the **Cancel** button to cancel your changes.

### Medication Database: Delete a Record

To delete a Medication Record:

1. Click **Medication Database** button to access the Medication Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Medication Listing Screen to Find an Athlete.
3. Select the desired Medication Record from the **Medication Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

### Medication Database: Print a Record

1. Click **Medication Database** icon to access the Medication Database.
2. Select the Medication Record from the Medication Listing Screen.
3. Click the **Print** button.

### Medication Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Medication Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When that person logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section.

# Insurance Database

The Insurance Database is used to track insurance claims involving student athletes. Insurance Records are linked to a record in the Injury Database.

## Insurance Database: Listing Screen

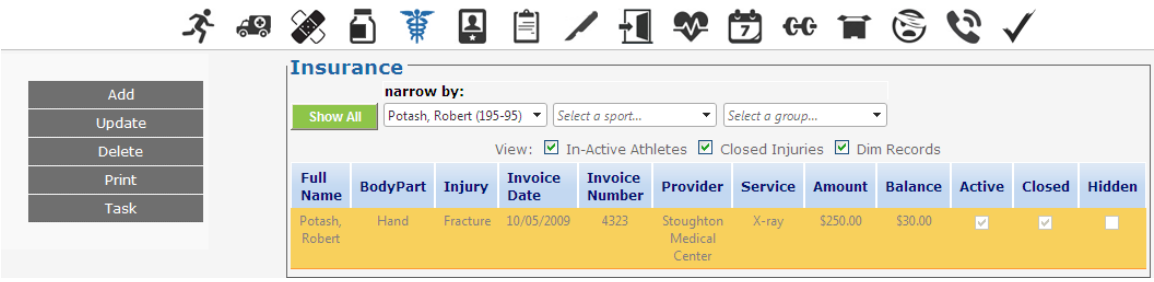



Figure 48 Insurance Database: Listing Screen

The Insurance Listing Screen shows all of the Insurance Records in database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name, Sport and Group  The Show All button clears all of the filters.

Below the Filters are three Checkboxes which adjust how records are displayed or highlighted in the Listing Screen. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings

- In-Active Athletes - Shows Insurances for both Active and In-Active Athletes
- Closed Injuries - Shows Insurances for both open and closed injuries
- Dim Records – Shows records attached to Closed and Hidden Injuries in a lighter font so it is easier to see records for Open Injuries.

The Insurance Listing Screen includes the following columns: **Full Name, Body Part, Injury, Invoice Date, Invoice Number, Provider, Service, Amount, Balance, Active, Closed and Hidden.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

## Insurance Database: Input Screen

The Insurance Screen has five tabs: **General**, **Company**, **Attachments**, **Notes**, and **Audit.** You can record one insurance invoice per Insurance Record. If you receive multiple invoices for a particular injury create an Insurance Record for each invoice.

## Insurance Database: General Tab

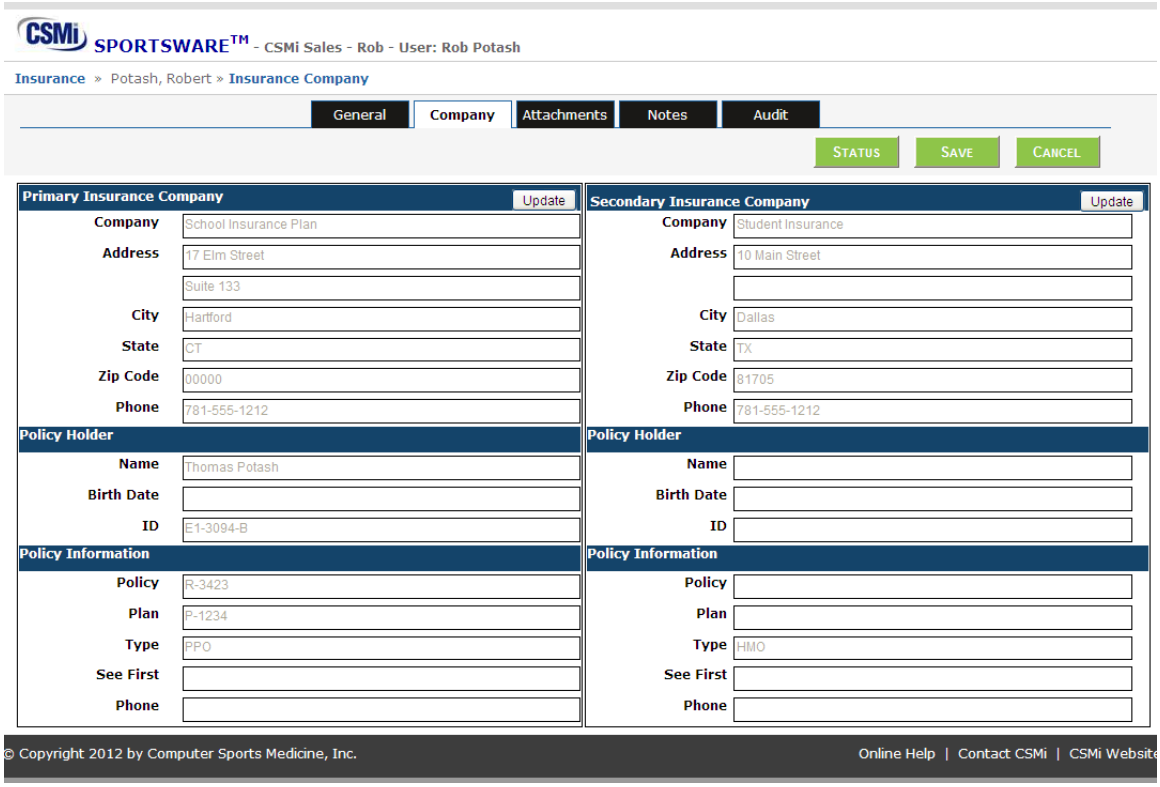



Figure 49 Insurance Database: General Tab

### *Injury*

The displayed Injury fields are linked to the injury record. If you need to make changes to the injury information, it must be edited in the Injury record. The changes will automatically be displayed in the Insurance Record.

### *Invoice*

| Field | Description |
|---|---|
| **Sport** | The athlete's sport when the Invoice was created. |
| **Doctor** | Doctor seen on the submitted invoice. ***Note:*** *Use the* ***Phone Database*** *to add Doctor information.* |
| **Provider** | Provider on the submitted invoice. ***Note:*** *Use the* ***Phone Database*** *to add Provider information.* |
| **Service** | Service provided. |
| **Number** | Invoice number. |

| Field | Description |
|---|---|
| **Date** | Invoice date. |
| **Submitted** | Date invoice was submitted to the insurance company for payment. |

### *Payment*

| Field | Description |
|---|---|
| **Invoice Amount** | Amount due on invoice. |
| **Primary Insurance** | Amount paid by primary insurance carrier. |
| **Secondary Insurance** | Amount paid by secondary insurance carrier. |
| **Athlete Paid** | Amount paid by athlete. |
| **School Paid** | Amount paid by school. |
| **Other** | Amount paid by other sources. SWOL allows you to enter up to 3 additional payment sources. You can customize the picklist options in Edit Picklists**.** |
| **Balance** | Invoice amount minus all payments. The balance is automatically updated after changes to the invoice amount or payments are entered. |

### *Claim History*

Notes on the claim history.

### *Contact*

Insurance company contacts for processing the claim.

| Field | Description |
|---|---|
| **Contact** | Insurance company. This is copied from the Athlete Record Insurance Tab when the new Insurance Record is added. |
| **Name** | Person at the insurance company processing the claim. |

| Field | Description |
|---|---|
| **Phone** | Phone number for the insurance company contact. |

## Insurance Database: Company Tab

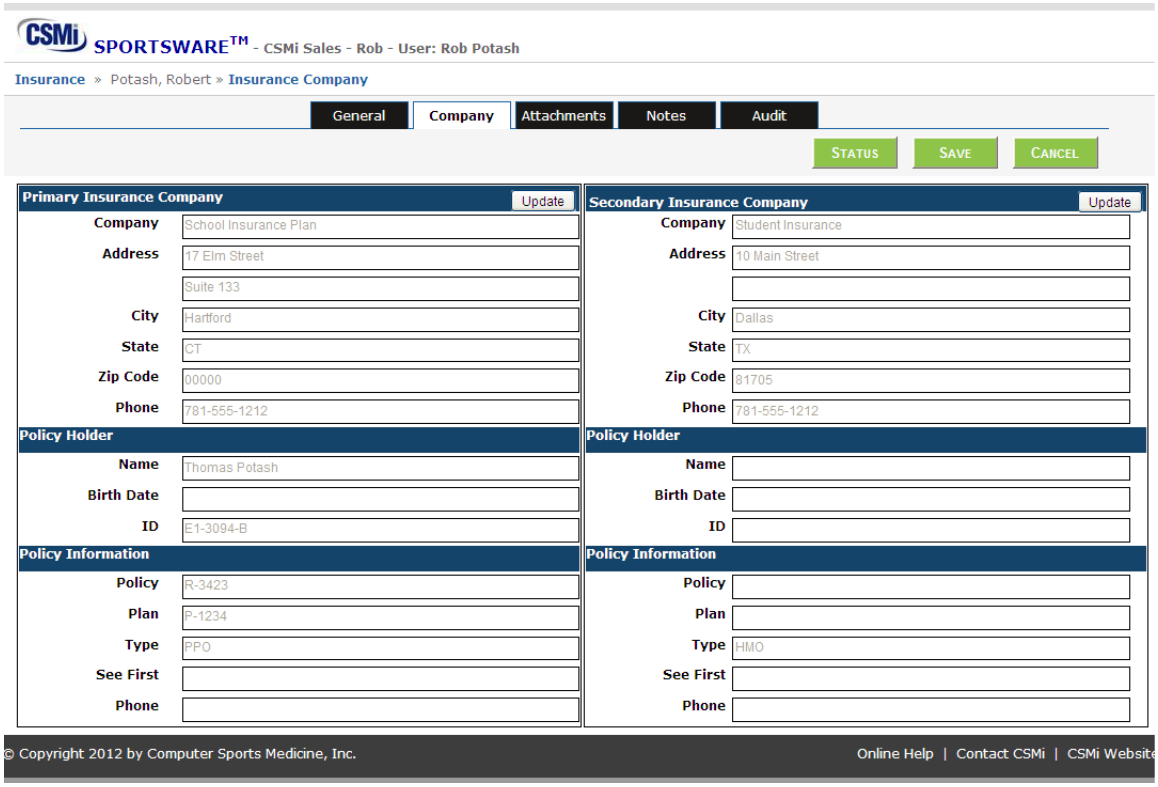



Figure 50 Insurance Database: Company Tab

The Insurance Company information is copied from the Athlete Database Insurance Tab when the new Insurance Record is added. Click Update to Populate the Company fields with the data previously recorded in the Athlete's Athlete Record Insurance Tab.

## Insurance Database: Attachments Tab

Allows you to attach any type of file to an Insurance Record, e.g. copy of the Invoice from the provider.

## Insurance Database: Notes Tab

The Notes you see in the Medication Record are the same notes you see in the attached Injury Record.

## Insurance Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

# Insurance Database: Actions

## Insurance Database: Add a New Record

To add a new record to the Insurance Database:

1. Click the **Insurance Database** button to access the Insurance Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Injury Listing Screen to Find an Athlete.
3. Click the **Add** button to add a new Insurance Record.
4. SWOL will display the **Injury Selection** screen which is a list of the Athlete's current injuries.

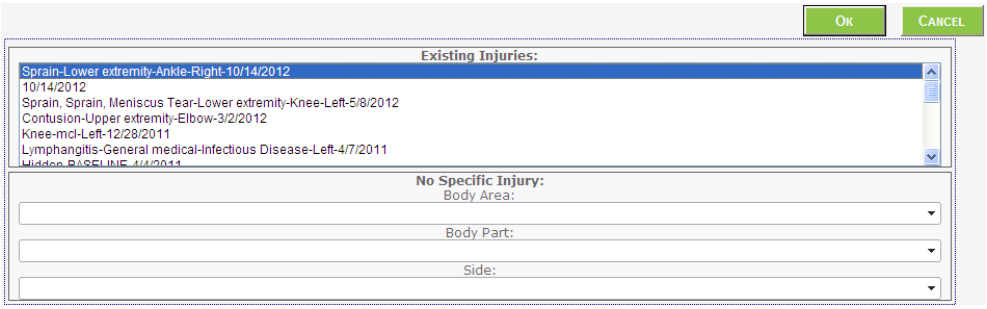



Figure 51 Insurance Database: Injury Selection

- If you are adding an Insurance for an existing injury (e.g. Head 9/23/2010), select the Injury and click the **OK** button.
- If you are adding an Insurance for a specific injury, but it does not appear on the list, you should click the **Cancel** button, add the new injury to the Injury Database, and then add the new Insurance.
- If you are adding an Insurance without a specific injury and it is on the Existing Injury List, select the item or enter the body area and body part and click the **OK** button. If you used the "No Specific Injury" area to add the Insurance, a Hidden Injury would be created and there would then be two injuries in SWOL, while there was really only one injury in the real world. This can alter the accuracy of your reports.

5. Enter the **Insurance** information.
6. Click the **Save** button to save the new injury.

## Insurance Database: Update a Record

To update an Insurance Record:

1. Click **Insurance Database** button to access the Insurance Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Insurance Listing Screen to Find an Athlete.
3. Select the desired Insurance Record from the **Insurance Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Insurance Record.
5. Update the Insurance Record with the new information.

6. Click the **Save** button to save the change to the Insurance Record, or click the **Cancel** button to cancel your changes.

### Insurance Database: Delete a Record

To delete an Insurance Record:

1. Click **Insurance Database** button to access the Insurance Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Insurance Listing Screen to Find an Athlete.
3. Select the desired Insurance Record from the **Insurance Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

### Insurance Database: Print a Record

1. Click **Insurance Database** icon to access the Insurance Database.
2. Select the Insurance Record from the Insurance Listing Screen.
3. Click the **Print** button.

### Insurance Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Insurance Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When that person logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section.

## Referral Database

The Referral Database is used to record Referrals made to other healthcare providers. Use this database if you want to track referrals and their estimated values. Referral Records are linked to a record in the Injury Database.

### Referral Database: Listing Screen

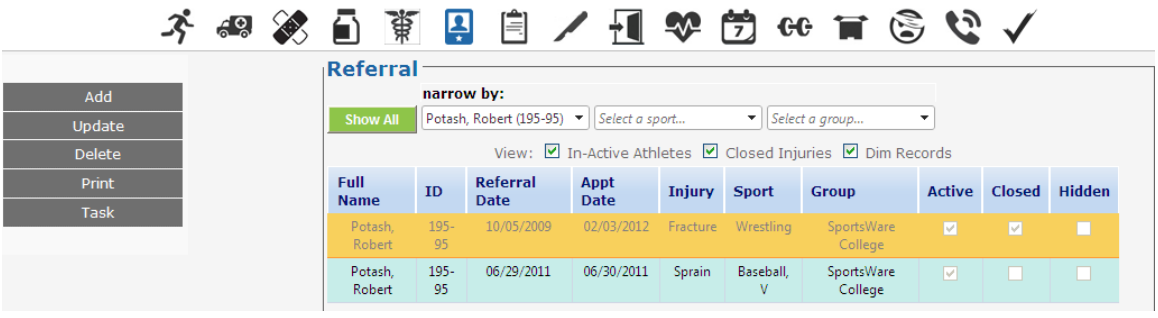



Figure 52 Referral Database: Listing Screen

The Referral Listing Screen shows all of the Referral Records in database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name and Sport, Group. The Show All button clears all of the filters.

Below the Filters are three Checkboxes which adjust how records are displayed or highlighted in the Listing Screen. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings.

- In-Active Athletes - Shows Referrals for both Active and In-Active Athletes
- Closed Injuries - Shows Referrals for both open and closed injuries
- Dim Records – Shows records attached to Closed and Hidden Injuries in a lighter font so it is easier to see records for Open Injuries.

The Referral Listing Screen includes the following columns: **Full Name, ID, Referral Date, Appointment Date, Injury, Sport, Group, Active, Closed, and Hidden.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

## Referral Database: Input Screen

The Referral Screen has the following tabs: **General**, **Attachments**, **Notes**, and **Audit.** Typically you would create a new Referral record each time you refer the athlete to a healthcare provider.

### Referral Database: General Tab

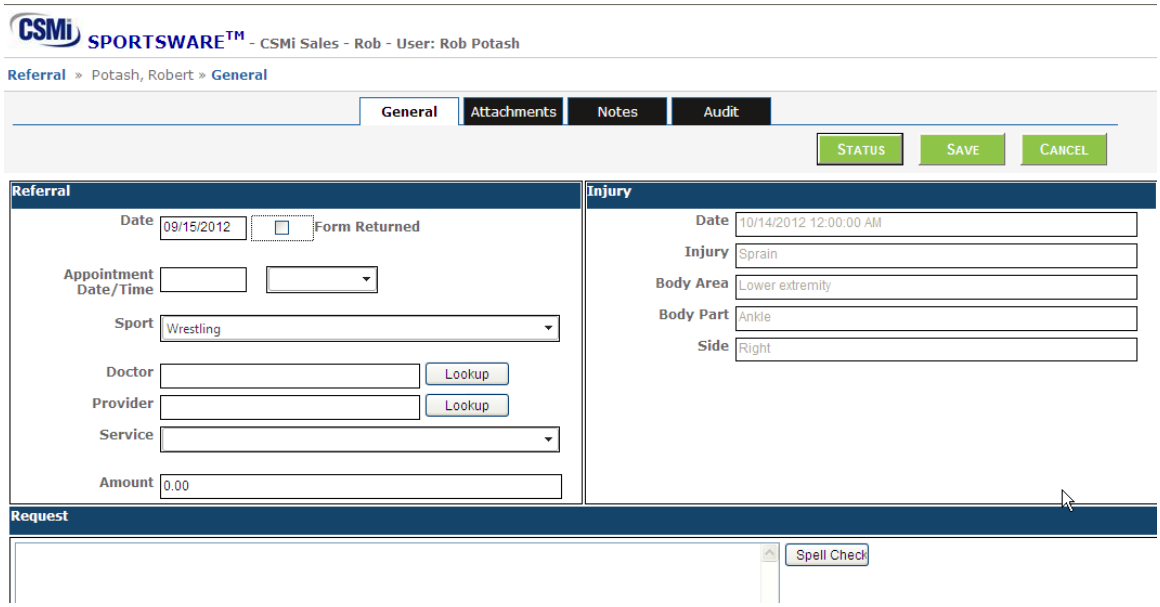



Figure 53 Referral Database: General Tab

### *Referral*

| Field | Description |
|---|---|
| **Date** | Date of Referral |
| **Form Returned Checkbox** | Indicates the completed referral form was returned to the Athletic Trainer after the Athlete's visit. |
| **Appointment Date/Time** | Date and Time of actual referred appointment |
| **Sport** | The athlete's sport when the referral was written. When adding a new referral record, SWOL initializes the Sport field to the athlete's current sport. |
| **Doctor** | Doctor the athlete was referred to. |
| **Provider** | Clinic the athlete was referred to. |
| **Service** | Service provided. |
| **Amount** | Cost of the service. |

### *Injury*

The displayed Injury fields linked to the injury record. If you need to make changes to the injury information, it must be edited in the Injury record. The changes will automatically be displayed in the Referral Record.

### *Request*

A note field to record instructions to the provider.

## Referral Database: Attachments Tab

Allows you to attach any type of file to a Referral Record.

## Referral Database: Notes Tab

The Notes you see in the Referral Record are the same notes you see in the attached Injury Record. This keeps all of your notes for a particular injury in one place. If you need to print your notes for an injury you would print an Injury Report.

## Referral Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

# Referral Database: Actions

## Referral Database: Add a New Record

To add a new record to the Referral Database:

1. Click the **Referral Database** button to access the Referral Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Referral Screen to Find an Athlete.
3. Click the **Add** button to add a new Referral Record.
4. SWOL will display the **Injury Selection** screen which is a list of the Athlete's current injuries.

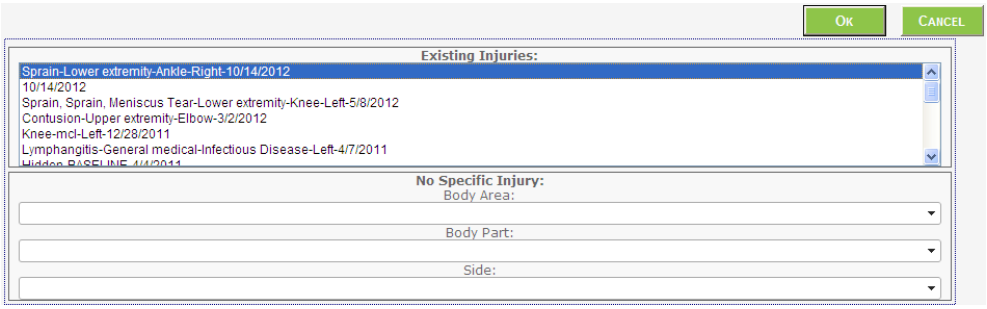



Figure 54 Referral Database: Select Injury

- If you are adding a Referral for an existing injury (e.g. Head 9/23/2010), select the Injury and click the **OK** button.
- If you are adding a Referral for a specific injury, but it does not appear on the list, you should click the **Cancel** button, add the new injury to the Injury Database, and then add the new Referral.
- If you are adding a Referral without a specific injury and it is on the Existing Injury List, select the item or enter the body area and body part and click the **OK** button. If you used the "No Specific Injury" area to add the Referral, a Hidden Injury would be created and there would then be two injuries in SWOL, while there was really only one injury in the real world. This can alter the accuracy of your reports.

5. Enter the **Referral** information.
6. Click the **Save** button to save the new injury.

## Referral Database: Update a Record

To update a Referral Record:

1. Click **Referral Database** button to access the Referral Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Referral Listing Screen to Find an Athlete.
3. Select the desired Referral Record from the **Referral Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Referral Record.
5. Update the Referral Record with the new information.

6. Click the **Save** button to save the change to the Referral Record, or click the **Cancel** button to cancel your changes.

### Referral Database: Delete a Record

To delete a Referral Record:

1. Click **Referral Database** button to access the Referral Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Referral Listing Screen to Find an Athlete.
3. Select the desired Referral Record from the **Referral Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

### Referral Database: Print a Record

1. Click **Referral Database** icon to access the Referral Database.
2. Select the Referral Record from the Referral Listing Screen.
3. Click the **Print** button.

### Referral Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Referral Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When that person logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section.

## Dr. Orders

The Dr. Orders Database is used to record orders from your team physician or the athlete's physician. Dr. Orders Records are linked to a record in the Injury Database.

### Dr. Orders Database: Listing Screen

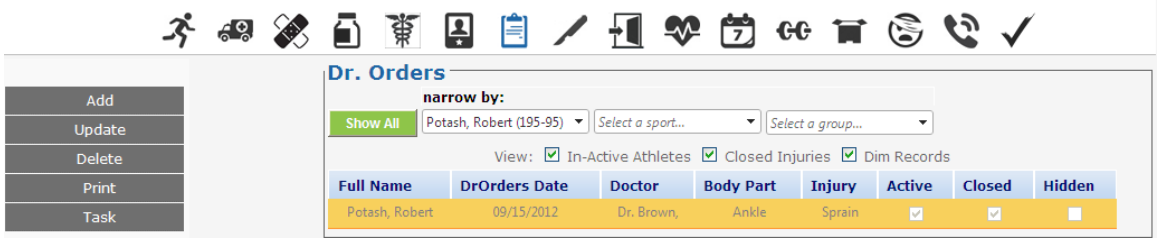



Figure 55 Dr. Orders Database: Listing Screen

The Dr. Orders Listing Screen shows all of the Dr. Orders Records in database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name, Sport and Group. The Show All button clears all of the filters.

Below the Filters are three Checkboxes which adjust how records are displayed or highlighted in the Listing Screen. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings.

- In-Active Athletes - Shows Dr. Orders for both Active and In-Active Athletes
- Closed Injuries - Shows Dr. Orders for both open and closed injuries
- Dim Records – Shows records attached to Closed and Hidden Injuries in a lighter font so it is easier to see records for Open Injuries.

The Dr. Orders Listing Screen includes the following columns: **Full Name, Dr Orders Date, Doctor, Body Part, Injury, Active, Closed, and Hidden.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

## Dr. Orders Database: Input Screen

The Dr. Orders Screen has the following tabs: **General**, **Attachments**, **Notes**, and **Audit.**

### Dr. Orders Database: General Tab

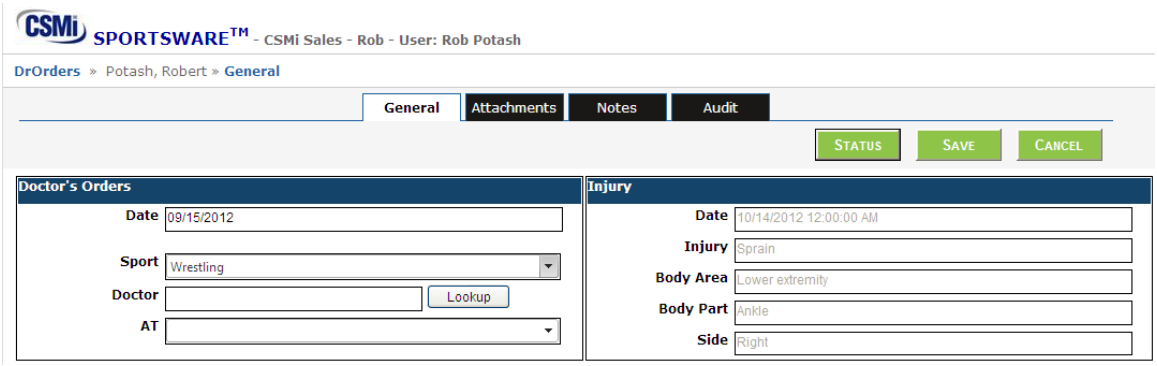



Figure 56 Dr. Orders Database: General Tab

#### *Doctors' Orders*

| Field | Description |
|---|---|
| **Date** | Date of Dr. Orders. |
| **Sport** | The athlete's sport when the referral was written. When adding a new referral record, SWOL initializes the Sport field to the athlete's current sport. |
| **Doctor** | Doctor who wrote the orders. |
| **AT** | Trainer working with the athlete. |

### *Injury*

The displayed Injury fields linked to the injury record. If you need to make changes to the injury information, it must be edited in the Injury record. The changes will automatically be displayed in the Dr. Orders Record.

### Dr. Orders Database: Attachments Tab

Allows you to attach any type of file to a Dr. Orders Record.

### Dr. Orders Database: Notes Tab

The Notes you see in the Dr. Orders are the same notes you see in the attached Injury Record. This keeps all of your notes for a particular injury in one place. If you need to print your notes for an injury you would print an Injury Report.

### Dr. Orders Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

## Dr. Orders Database: Actions

### Dr. Orders Database: Add a New Record

To add a new record to the Dr. Orders Database:

1. Click the **Dr. Orders Database** button to access the Dr. Orders Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Injury Listing Screen to Find an Athlete.
3. Click the **Add** button to add a new Dr. Orders Record.
4. SWOL will display the **Injury Selection** screen which is a list of the Athlete's current injuries.

Figure 57 Dr. Orders Database: Injury Selection

- If you are adding a Dr. Orders for an existing injury (e.g. Head 9/23/2010), select the Injury and click the **OK** button.
- If you are adding a Dr. Orders for a specific injury, but it does not appear on the list, you should click the **Cancel** button, add the new injury to the Injury Database, and then add the new Dr. Orders.

- If you are adding a Dr. Orders without a specific injury and it is on the Existing Injury List, select the item or enter the body area and body part and click the **OK** button. If you used the "No Specific Injury" area to add the Dr. Orders, a Hidden Injury would be created and there would then be two injuries in SWOL, while there was really only one injury in the real world. This can alter the accuracy of your reports.

5. Enter the **Dr. Orders** information.
6. Click the **Save** button to save the Dr. Orders.

### Dr. Orders Database: Update a Record

To update a Dr. Orders Record:

1. Click **Dr. Orders Database** button to access the Dr. Orders Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Dr. Orders Listing Screen to Find an Athlete.
3. Select the desired Dr. Orders Record from the **Dr. Orders Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Dr. Orders Record.
5. Update the Dr. Orders Record with the new information.
6. Click the **Save** button to save the change to the Dr. Orders Record, or click the **Cancel** button to cancel your changes.

### Dr. Orders Database: Delete a Record

To delete a Dr. Orders Record:

1. Click **Dr. Orders Database** button to access the Dr. Orders Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Dr. Orders Listing Screen to Find an Athlete.
3. Select the desired Dr. Orders Record from the **Dr. Orders Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

### Dr. Orders Database: Print a Record

1. Click **Dr. Orders Database** icon to access the Dr. Orders Database.
2. Select the Dr. Orders Record from the Dr. Orders Listing Screen.
3. Click the **Print** button.

### Dr. Orders Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Dr. Orders Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When someone logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section.

# Surgery Database

The Surgery Database is used to record an athlete's surgeries. Use this database if you want to track surgeries and calculate the number of surgeries performed on your athletes. Surgery Records are linked to a record in the Injury Database.

## Surgery Database: Listing Screen

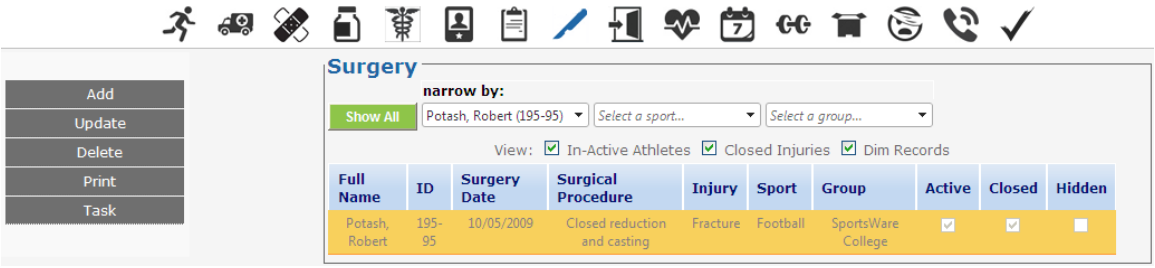



Figure 58 Surgery Database: Listing Screen

The Surgery Listing Screen shows all of the Surgery Records in database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name, Sport and Group . The Show All button clears all of the filters.

Below the Filters are three Checkboxes which adjust how records are displayed or highlighted in the Listing Screen. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings.

- In-Active Athletes - Shows Surgery for both Active and In-Active Athletes
- Closed Injuries - Shows Surgery for both open and closed injuries
- Dim Records – Shows records attached to Closed and Hidden Injuries in a lighter font so it is easier to see records for Open Injuries.

The Surgery Listing Screen includes the following columns: **Full Name, ID Surgery Date, Surgical Procedure, Injury, Sport Group, Active, Closed, and Hidden.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

## Surgery Database: Input Screen

The Database Input Screen has the following tabs: **General**, **Attachments**, **Notes**, and **Audit.** You can record up to 5 Surgeries per Surgery Record.

## Surgery Database: General Tab

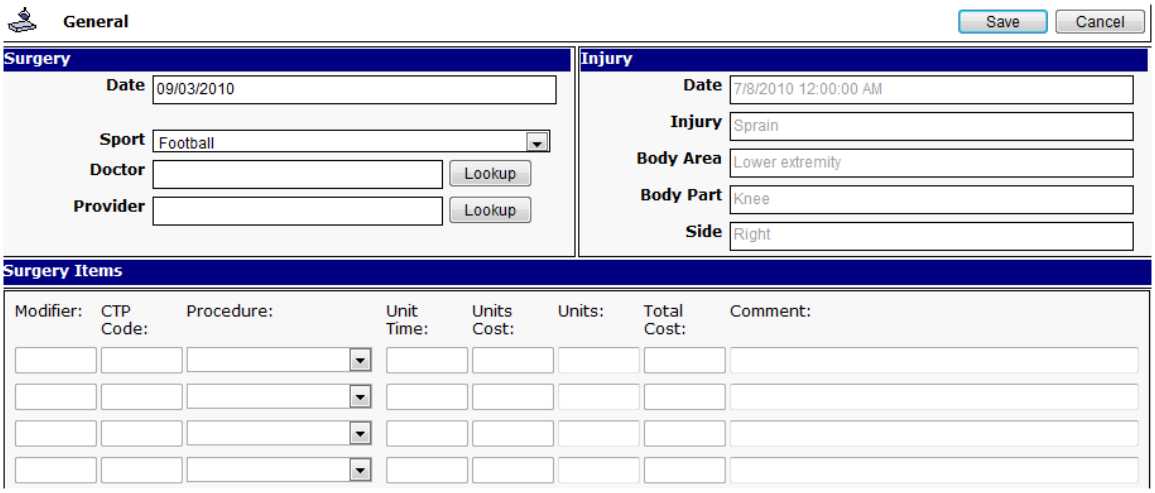



Figure 59 Surgery Database: General Tab

### *Surgery*

| Field | Description |
|---|---|
| **Date** | Surgery date. |
| **Sport** | The athlete's sport for which the surgery was performed. When adding a new Surgery record, SWOL initializes the Sport field to the athlete's current sport. |
| **Doctor** | Doctor performing the surgery. |
| **Provider** | Hospital where the surgery was performed. |

### *Injury*

The displayed Injury fields are linked to the injury record. If you need to make changes to the injury information, it must be edited in the Injury record. The changes will automatically be displayed in the Surgery Record.

### *Surgical Items*

| Item | Code |
|---|---|
| **Modifier** | CPT code Modifier. |
| **CPT Code** | CPT code for the Surgery. |
| **Procedure** | Surgical Procedure. |

| Item | Code |
|---|---|
| **Unit Time** | The base unit of time for the Surgical Procedure. |
| **Units Cost** | The cost of each unit |
| **Units** | The number of unit times of the Surgery. |
| **Total Cost** | Unit Cost times Unit Time. |
| **Comment** | Additional comments on the surgery. |

### Surgery Database: Attachments Tab

Allows you to attach any type of file to a Surgery Record.

### Surgery Database: Notes Tab

The Notes you see in the Surgery Record are the same notes you see in the attached Injury Record. This keeps all of your notes for a particular injury in one place. If you need to print your notes for an injury you would print an Injury Report.

### Surgery Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

## Surgery Database: Actions

### Surgery Database: Add a New Record

To add a new record to the Surgery Database:

1. Click the **Surgery Database** button to access the Surgery Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Injury Listing Screen to Find an Athlete.
3. Click the **Add** button to add a new Surgery Record.
4. SWOL will display the **Injury Selection** screen which is a list of the Athlete's current injuries.

Figure 60 Surgery Database: Injury Selection

- If you are adding a Surgery for an existing injury (e.g. Head 9/23/2010), select the Injury and click the **OK** button.
- If you are adding a Surgery for a specific injury, but it does not appear on the list, you should click the **Cancel** button, add the new injury to the Injury Database, and then add the new Surgery.
- If you are adding a Surgery without a specific injury and it is on the Existing Injury List, select the item or enter the body area and body part and click the **OK** button. If you used the "No Specific Injury" area to add the Surgery, a Hidden Injury would be created and there would then be two injuries in SWOL, while there was really only one injury in the real world. This can alter the accuracy of your reports.

5. Enter the **Surgery** information.
6. Click the **Save** button to save the Surgery.

## Surgery Database: Update a Record

To update a Surgery Record:

1. Click **Surgery Database** button to access the Surgery Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Surgery Listing Screen to Find an Athlete.
3. Select the desired Surgery Record from the **Surgery Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Surgery Record.
5. Update the Surgery Record with the new information.
6. Click the **Save** button to save the change to the Surgery Record, or click the **Cancel** button to cancel your changes.

## Surgery Database: Delete a Record

To delete a Surgery Record:

1. Click **Surgery Database** button to access the Surgery Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Surgery Listing Screen to Find an Athlete.
3. Select the desired Surgery Record from the **Surgery Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.

5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

### Surgery Database: Print a Record

1. Click **Surgery Database** icon to access the Surgery Database.
2. Select the Surgery Record from the Surgery Listing Screen.
3. Click the **Print** button.

### Surgery Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Surgery Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When someone logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section.

## Sign-Out Database

The Sign-Out Database is used to record medical equipment you provide athletes such as crutches, braces, and ice packs that you want to be returned. Use the **Report**, **Sign-Out**, **Outstanding** command to create a report that shows all of the equipment that was not returned, who has it, why it was provided and the replacement cost. Sign-Out Records are linked to a record in the Injury Database. Sign-Out Database Listing Screen

### Sign-Out Database: Listing Screen

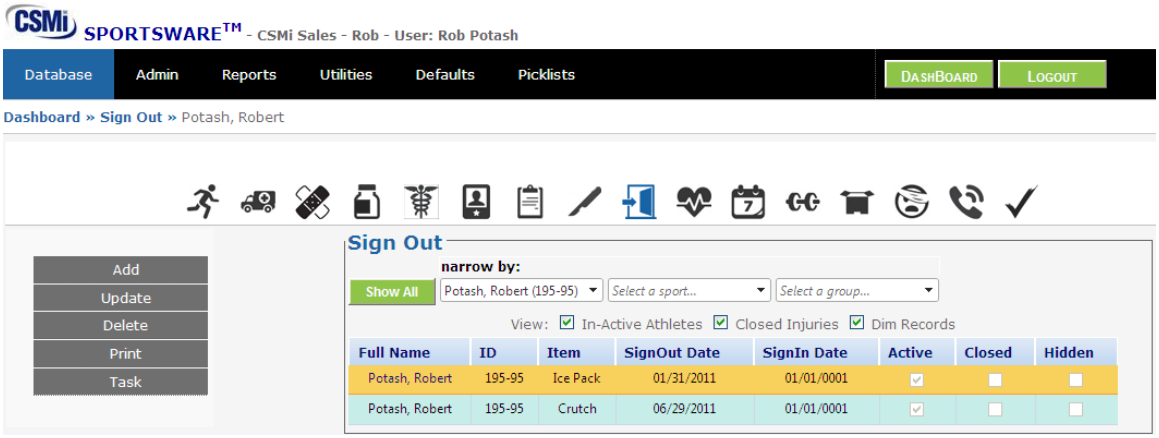



Figure 61 Sign-Out Database: Listing Screen

The Sign-Out Listing Screen shows all of the Sign-Out Records in database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name, Sport and Group. The Show All button clears all of the filters.

Below the Filters are three Checkboxes which adjust how records are displayed or highlighted in the Listing Screen. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings.

- In-Active Athletes - Shows Sign-Out for both Active and In-Active Athletes
- Closed Injuries - Shows Sign-Out for both open and closed injuries
- Dim Records – Shows records attached to Closed and Hidden Injuries in a lighter font so it is easier to see records for Open Injuries.

The Sign-Out Listing Screen includes the following columns: **Full Name, ID, Item, SignOut Date, SignIn Date, Active, Closed, and Hidden.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

## Sign-Out Database: Input Screen

The Sign-Out Screen has the following tabs: **General**, **Attachments**, **Notes**, and **Audit.** Typically you would create a new Sign-Out record each time the athlete is provided new equipment you would like returned.

### Sign-Out Database: General Tab

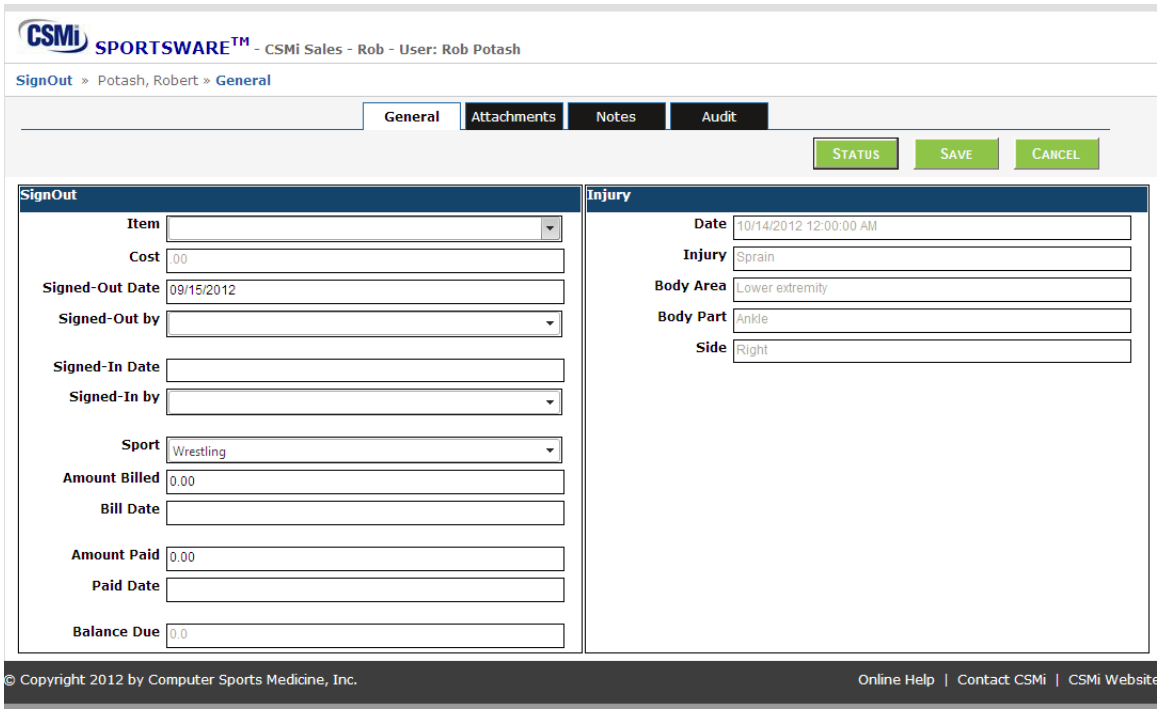



Figure 62 Sign-Out Database: General Tab

### *Sign-Out*

| Field | Description |
|---|---|
| **Item** | The item signed-out to the athlete. |
| **Cost** | The item cost. |
| **Signed Out Date** | Date the item was signed-out to the athlete. |
| **Signed-Out by** | Athletic trainer signing-out the equipment to the athlete. |
| **Signed-In Date** | Date the item was signed-in (returned) by the athlete. |
| **Signed-In By** | Athletic trainer signing-in the equipment to the athlete. |
| **Sport** | The athlete's sport for which the sign-out of equipment relates to. |
| **Billed** | The amount billed for the item and the date of the bill. |
| **Bill Date** | Date item is billed for. |
| **Amount Paid** | The amount paid for the item and the date the payment was made. |
| **Paid Date** | Date item is paid for |
| **Balance Due** | Balance not paid to date. |

### *Injury*

The displayed Injury fields linked to the injury record. If you need to make changes to the injury information, it must be edited in the Injury record. The changes will automatically be displayed in the Sign-Out Record.

### Sign-Out Database: Attachments Tab

Allows you to attach any type of file to a Sign-Out Record.

### Sign-Out Database: Notes Tab

The Notes you see in the Sign-Out Record are the same notes you see in the attached Injury Record. This keeps all of your notes for a particular injury in one place. If you need to print your notes for an injury you would print an Injury Report.

### Sign-Out Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

## Sign-Out Database: Actions

### Sign-Out Database: Add a New Record

To add a new record to the Sign-Out Database:

1. Click the **Sign-Out Database** button to access the Sign-Out Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Injury Listing Screen to Find an Athlete.
3. Click the **Add** button to add a new Sign-Out Record.
4. SWOL will display the **Injury Selection** screen which is a list of the Athlete's current injuries.

Figure 63 Sign-Out Database: Select Injury

- If you are adding a Sign-Out for an existing injury (e.g. Head 9/23/2010), select the Injury and click the **OK** button.
- If you are adding a Sign-Out for a specific injury, but it does not appear on the list, you should click the **Cancel** button, add the new injury to the Injury Database, and then add the new Sign-Out.
- If you are adding a Sign-Out without a specific injury and it is on the Existing Injury List, select the item or enter the body area and body part and click the **OK** button. If you used the "No Specific Injury" area to add the Sign-Out, a Hidden Injury would be created and there would then be two injuries in SWOL, while there was really only one injury in the real world. This can alter the accuracy of your reports.

5. Enter the **Sign-Out** information.
6. Click the **Save** button to save the Sign-Out record.

### Sign-Out Database: Update a Record

To update a Sign-Out Record:

1. Click **Sign-Out Database** button to access the Sign-Out Database.

2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Sign-Out Listing Screen to Find an Athlete.
3. Select the desired Sign-Out Record from the **Sign-Out Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Sign-Out Record.
5. Update the Sign-Out Record with the new information.
6. Click the **Save** button to save the change to the Sign-Out Record, or click the **Cancel** button to cancel your changes.

### Sign-Out Database: Delete a Record

To delete a Sign-Out Record:

1. Click **Sign-Out Database** button to access the Sign-Out Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Sign-Out Listing Screen to Find an Athlete.
3. Select the desired Sign-Out Record from the **Sign-Out Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

### Print a Sign-Out Record

1. Click **Sign-Out Database** icon to access the Sign-Out Database.
2. Select the Sign-Out Record from the Sign-Out Listing Screen.
3. Click the **Print** button.

### Sign-Out Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Sign-Out Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When someone logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section.

## Physical Database

The Physical Database is used to record an athlete's physicals. Physical Records are linked to the athlete's record in the Athlete Database.

## Physical Database: Listing Screen

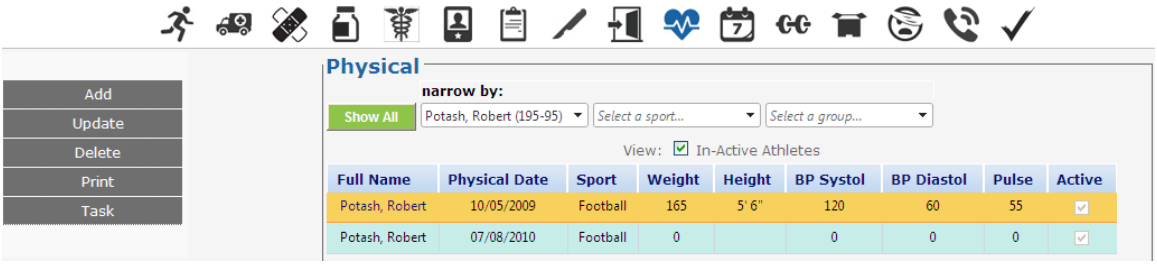



Figure 64 Physical Database: Listing Screen

The Physical Listing Screen shows all of the Physical Records in database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name, Sport and Group and. The Show All button clears all of the filters.

Below the Filters is one Checkbox which adjust how records are displayed or highlighted in the Listing Screen. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings

- In-Active Athletes - Shows Physical for both Active and In-Active Athletes

The Physical Listing Screen includes the following columns: **Full Name, Physical Date, Sport, Weight, Height, BP Diastol, Pulse and Active.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

## Physical Database: Input Screen

The Physical Screen has the following tabs: **Physical**, **Attachments**, **Notes**, and **Audit.**

## Physical Database: General Tab

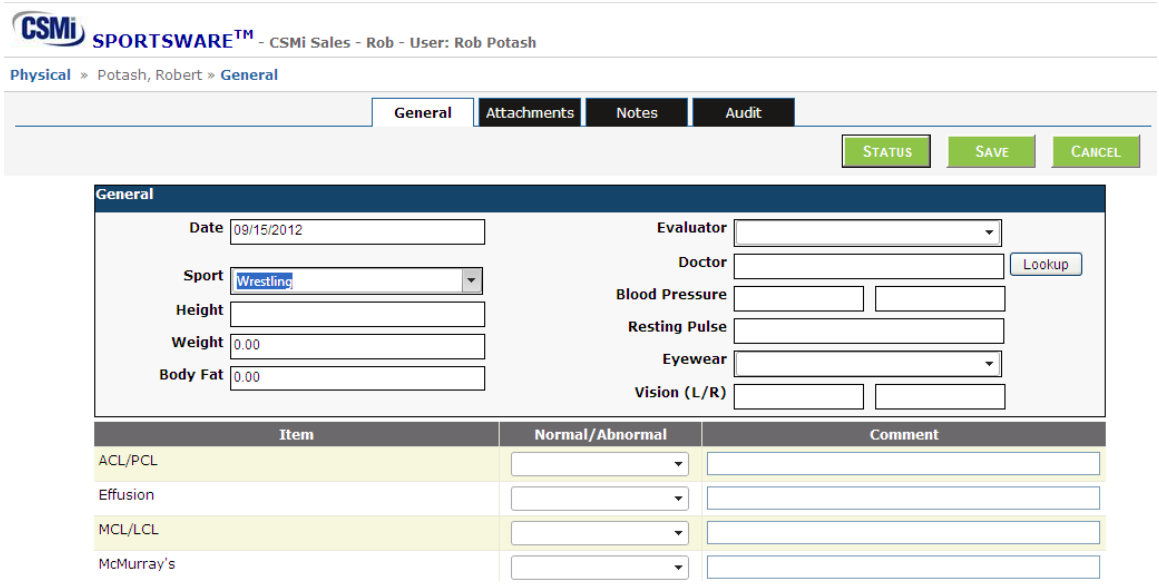



Figure 65 Physical Database: General Tab

### *General*

| Field | Description |
|---|---|
| **Date** | Date the physical was performed. |
| **Sport** | The athlete's sport for which the physical was performed. When adding a new physical record, SWOL initializes the Sport field to the athlete's current sport. |
| **Height** | Athlete's Height. |
| **Weight** | Athlete's Weight. |
| **Body Fat** | Athlete's Body Fat. |
| **Evaluator** | Person performing the physical. |
| **Doctor** | Doctor performing the physical. |
| **Blood Pressure** | Athlete's Blood Pressure (Systolic/Diastolic). |
| **Resting Pulse** | Athletes' Resting Pulse. |
| **Eyewear** | Athlete's eyewear, e.g. contacts, glasses. |

| Field | Description |
|---|---|
| **Vision** | Athlete's vision. ***Note:*** *The value is assumed to be over 20.* |

### *Physical*

| Field | Description |
|---|---|
| **Item** | The physical test. |
| **Normal / Abnormal** | The result of the test was normal or abnormal. |
| **Comment** | Comments on the test. |

### Physical Database: Attachments Tab

Allows you to attach any type of file to a Physical Record.

### Physical Database: Notes Tab

The Notes you see in the Physical Record are associated with the Physical Record.

### Physical Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

## Physical Database: Actions

### Physical Database: Add a New Record

To add a new record to the Physical Database:

1. Click the **Physical Database** button to access the Physical Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Physical Listing Screen to Find an Athlete.
3. Click the **Add** button to add a new Physical Record.
4. Enter the **Physical** information.
5. Click the **Save** button to save the Physical.

### Physical Database: Update a Record

To update a Physical Record:

1. Click **Physical Database** button to access the Physical Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Physical Listing Screen to Find an Athlete.

3. Select the desired Physical Record from the **Physical Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Physical Record.
5. Update the Physical Record with the new information.
6. Click the **Save** button to save the change to the Physical Record, or click the **Cancel** button to cancel your changes.

### Physical Database: Delete a Record

To delete a Physical Record:

1. Click **Physical Database** button to access the Physical Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Physical Listing Screen to Find an Athlete.
3. Select the desired Physical Record from the **Physical Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

### Physical Database: Print a Record

1. Click **Physical Database** icon to access the Physical Database.
2. Select the Physical Record from the Physical Listing Screen.
3. Click the **Print** button.

### Physical Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Physical Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When that someone logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section.

## History Database

The History Database is used to record an athlete's medical history. History Records are linked to the athlete's record in the Athlete Database.

### History Database: Listing Screen

The History Listing Screen includes the following columns: Full Name, ID, History Date, Sport, Group and Active.

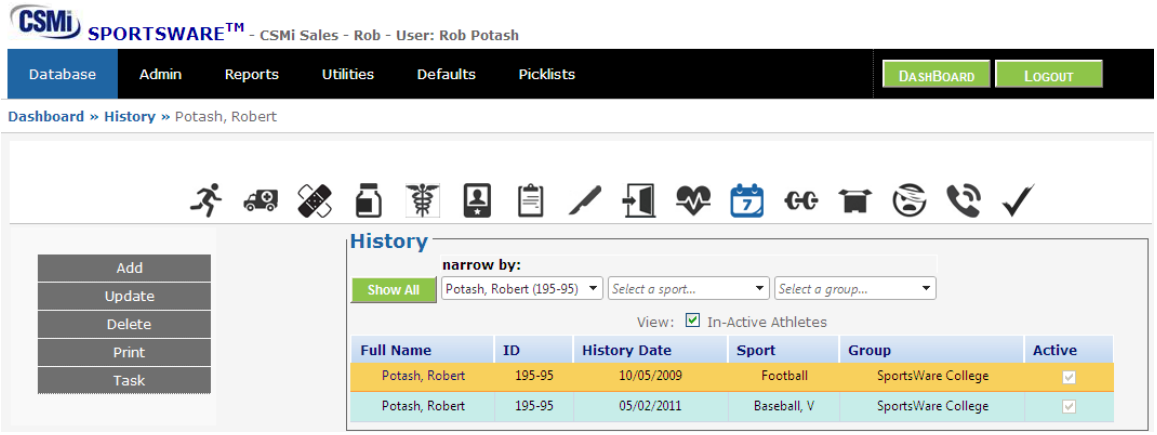



Figure 66 History Database: Listing Screen

The History Listing Screen shows all of the History Records in database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name, Sport and Group. The Show All button clears all of the filters.

Below the Filters is a checkbox to show History for both Active and In-Active Athletes. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings

The History Listing Screen includes the following columns: **Full Name, ID, History Date, Sport, Group, and Active.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

## History Database: Input Screen

The History Screen has the following tabs: **General**, **Attachments**, **Notes**, and **Audit**

### History Database: General Tab

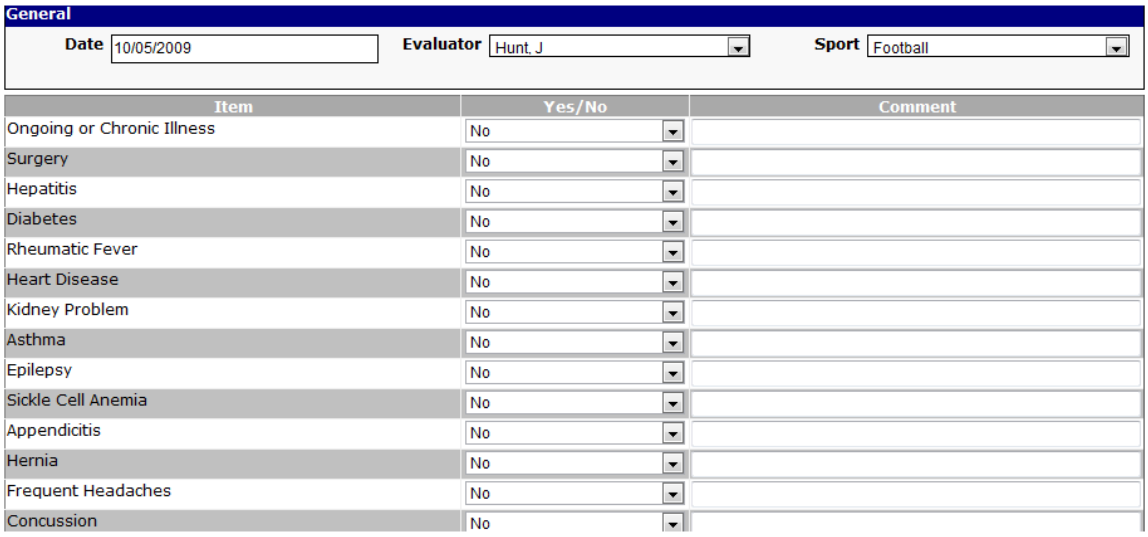



Figure 67 History Database: General Tab

### *General*

| Field | Description |
|---|---|
| **Date** | Date the History was taken. |
| **Evaluator** | Person taking the History. |
| **Sport** | The athlete's sport for which the history was taken. When adding a new History record, SWOL initializes the Sport field to the athlete's current sport. |

### *History*

| Field | Description |
|---|---|
| **Item** | The history item. |
| **Yes/No** | Item is present or not present. |
| **Comment** | Comments on the item. |

#### History Database: Attachments Tab

Allows you to attach any type of file to a History Record.

#### History Database: Notes Tab

The Notes you see in the History Record are associated with the History Record.

#### History Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

## History Database: Actions

#### History Database: Add a New Record

To add a new record to the History Database:

1. Click the **History Database** button to access the History Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the History Listing Screen to Find an Athlete.
3. Click the **Add** button to add a new History Record.
4. Enter the **History** information.
5. Click the **Save** button to save the history record.

### History Database: Update a Record

To update a History Record:

1. Click **History Database** button to access the History Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the History Listing Screen to Find an Athlete.
3. Select the desired History Record from the **History Listing Screen**.
4. Single-click the **Update** button. SWOL will open the History Record.
5. Update the History Record with the new information.
6. Click the **Save** button to save the change to the History Record, or click the **Cancel** button to cancel your changes.

### History Database: Delete a Record

To delete a History Record:

1. Click **History Database** button to access the History Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the History Listing Screen to Find an Athlete.
3. Select the desired History Record from the **History Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

### History Database: Print a Record

1. Click **History Database** icon to access the History Database.
2. Select the History Record from the History Listing Screen.
3. Click the **Print** button.

### History Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an History Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When that someone logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section.

## Weight Database

The Weight Database is used to record athlete weights.

# Weight Database: Listing Screen

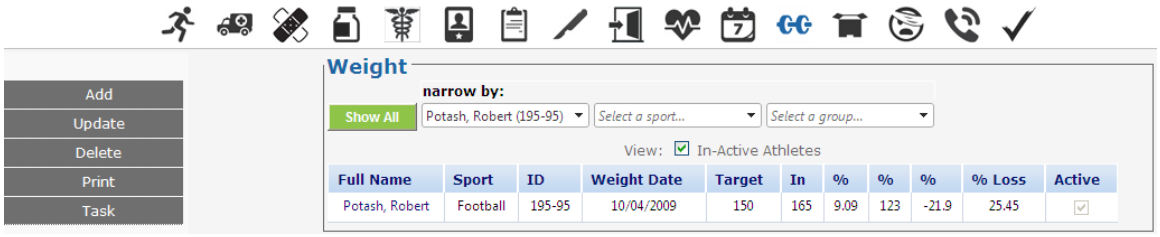



Figure 68 Weight Database: Listing Screen

The Weight Listing Screen shows all of the Weight Records in database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name, Sport and Group. The Show All button clears all of the filters.

Below the Filters is a checkbox to show Weight for both Active and In-Active Athletes. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings.

The Weight Listing Screen includes the following columns: **Full Name, Sport, ID, Weight Date, Target, In, %, %, %, % Loss, and Active.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

# Weight Database: Record Screen

The Weight Screen has the following tabs: **General**, **Attachments**, **Notes**, and **Audit.**

## Weight Database: General Tab

The Weight database is slightly different than other SWOL databases. In general most athletes will have one Master Weight record listing their Sport and their Target Weight. Attached to the Master Weight Record will be multiple Weigh-In and Weigh-Out records.

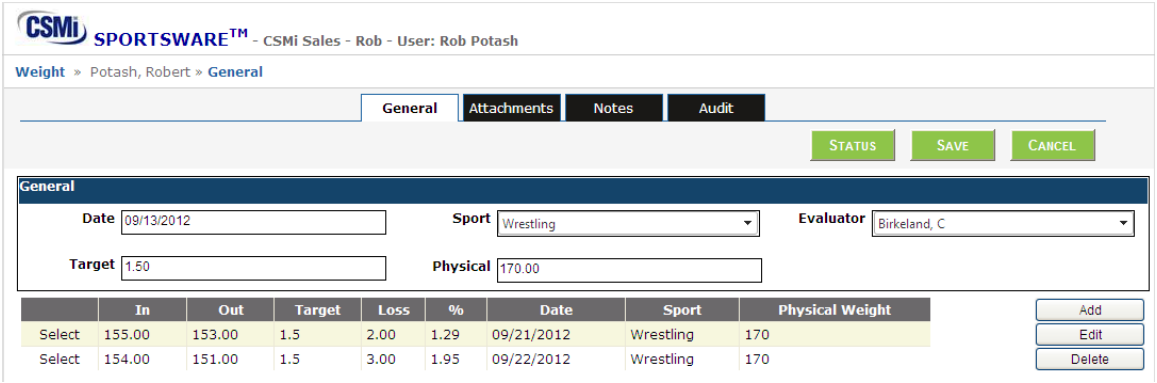



Figure 69 Weight Database: General Tab

### *General*

| Field | Description |
|---|---|
| **Date** | Date the Weight Record was updated. |
| **Sport** | The Athlete's Sport |
| **Evaluator** | Person entering the Weight record. |
| **Target** | The Athlete's target weight. |
| **Physical** | The Athlete's weight when a Physical was done. |

### Weight Database: Attachments Tab

Allows you to attach any type of file to a Weight Record.

### Weight Database: Notes Tab

The Notes to attach to the Weight Record.

### Weight Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

## Weight Database: Actions

### Weight Database: Add a New Record to the Weight Database

To add a new record to the Weight Database:

1. Click the **Weight Database** button to access the Weight Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Weight Listing Screen to Find an Athlete.
3. Click the **Add** button to add a new Weight Record.
4. Enter the **Weight** information.
5. Click the **Save** button to save the new Weight Record.

### Weight Database: Update a Record

To update a Weight Record:

1. Click **Weight Database** button to access the Weight Database.

2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Weight Listing Screen to Find an Athlete.
3. Select the desired Weight Record from the **Weight Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Weight Record.
5. Update the Weight Record with the new information.
6. Click the **Save** button to save the change to the Weight Record, or click the **Cancel** button to cancel your changes.

### Weight Database: Delete a Record

To delete a Weight Record:

1. Click **Weight Database** button to access the Weight Database.
2. If the **Current Athlete** is not correct, use the **Select an Athlete Filter** the top left corner of the Weight Listing Screen to Find an Athlete.
3. Select the desired Weight Record from the **Weight Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

### Weight Database: Print a Record

1. Click **Weight Database** icon to access the Weight Database.
2. Select the Weight Record from the Weight Listing Screen.
3. Click the **Print** button.

### Weight Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Weight Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When someone logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section

## Inventory Database

The Inventory Database is used to record supplies used by the training room.

### Inventory Database: Listing Screen

The Inventory Listing Screen includes the following columns: **Item**, **Units**, **School, Vendor1**, **On Hand Quantity**, **Order Quantity**, **Bid Quantity**.

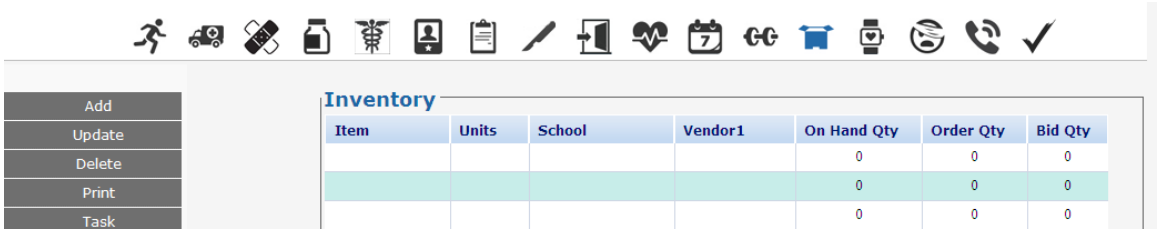



Figure 70 Inventory Database: Listing Screen

# Inventory Database: Input Screen

The Input Screen has the following tabs: **General**, **Attachments**, **Audit**, and **Notes**.

## Inventory Database: General Tab

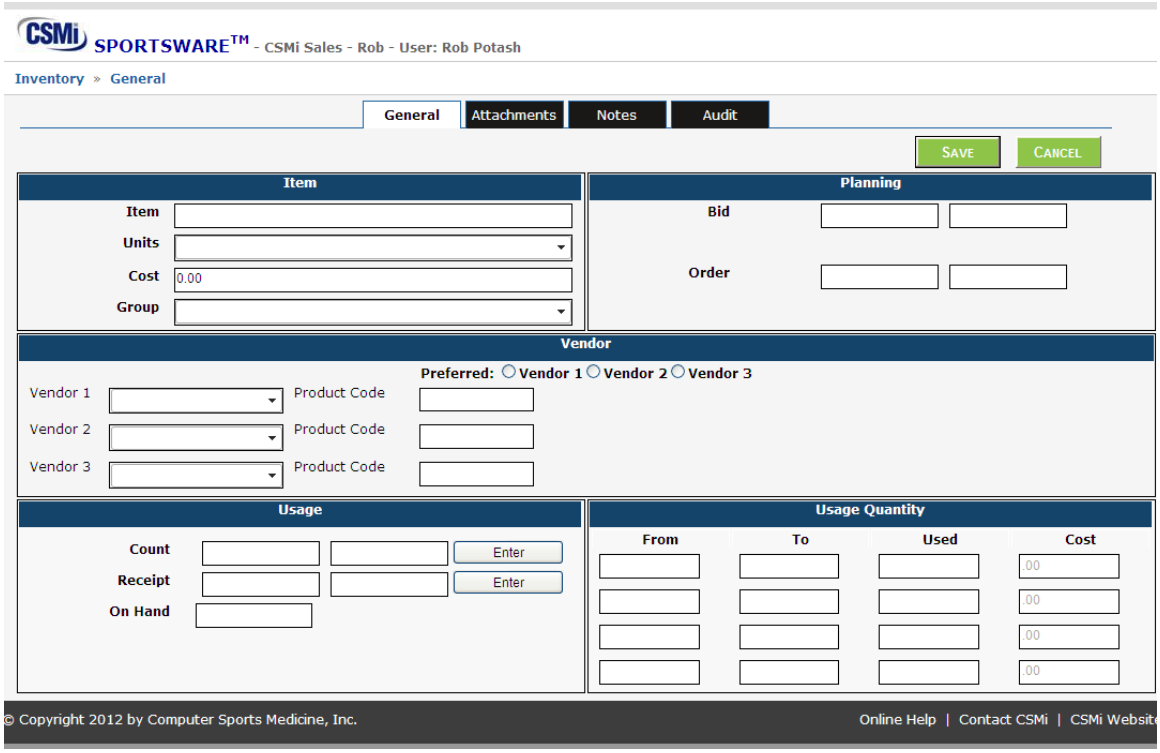



Figure 71 Inventory Database: General Tab

### *Item*

| Field | Description |
|---|---|
| **Item** | The equipment item. |
| **Units** | The units of measure (single, case, gallon). |
| **Cost** | The unit cost. |

| | |
|---|---|
| **Group** | The group, used by trainers who track inventory for separate groups. |

### *Planning*

| Item | Description |
|---|---|
| **Bid, Date** | The quantity and expected delivery date for vendors to bid on. Use the **Report**, **Inventory**, **Bid List** command to print a bid list for the vendors. |
| **Order, Date** | The order quantity and expected delivery date for purchase orders. Use the **Report**, **Inventory**, **Order** command to print orders for the vendors. |

### *Vendor*

| Item | Description |
|---|---|
| **Preferred (Vendor 1/2/3)** | Click radio button for the preferred vendor for the item. The Inventory Order report prints the items based on the preferred vendor. |
| **Vendor 1/2/3** | Select vendor from the pull-down to match up with Vendor 1, 2 or 3. |
| **Product Code** | The vendor's internal product number. |

### *Usage*

| Item | Description |
|---|---|
| **Count, Date** | The quantity and date the inventory was counted. |
| **Receipt, Date** | The quantity received and date the order was received. |
| **On Hand** | The quantity on-hand. This is updated automatically when changes to the **Count** or **Receipt** are entered; however you can modify the **On Hand** directly. |
| **From, To, Used, Cost** | The quantity used and cost based on the current price. This is updated automatically when the count is updated. |

## Inventory Database: Attachments Tab

Allows you to attach any type of file to an Inventory Record.

### Inventory Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

### Inventory Database: Notes Tab

The Notes you see in the Inventory Record.

## Inventory Database: Actions

### Inventory Database: Count an Item

1. Enter the new count and the date the Item was counted.
2. Click the **Save** button to save your changes.
3. SWOL adds a new row to the **Usage Table**. The usage is the previous **Quantity on Hand** minus the new **Count**. SWOL then sets the **Quantity On Hand** to the new count.

### Inventory Database: Enter a Bid

1. Enter the amount you want your Vendors to bid on and the date.

### Inventory Database: Order Items

1. Enter the amount ordered and the date.

### Inventory Database: Receive Orders

1. Enter the amount received and the date.
2. Click the **Enter** button to save your changes.
3. SWOL adds received amount to the Quantity On Hand.

## Inventory Database: Actions

### Inventory Database: Add a New Record

To add a new record to the Inventory Database:

1. Click the **Inventory Database** button to access the Inventory Database.
2. Click the **Add** button to add a new Inventory Record.
3. Enter the **Inventory** information.
4. Click the **Save** button to save the new injury.

### Inventory Database: Update a Record

To update an Inventory Record:

1. Click **Inventory Database** button to access the Inventory Database.
2. If the **Current Inventory Items** is not correct, use the **Select an Item Filter** the top left corner of the Inventory Listing Screen to Find an Item.
3. Select the desired Inventory Record from the **Inventory Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Inventory Record.
5. Update the Inventory Record with the new information.

6. Click the **Save** button to save the change to the Inventory Record, or click the **Cancel** button to cancel your changes.

### Inventory Database: Delete a Record

To delete an Inventory Record:

1. Click **Inventory Database** button to access the Inventory Database.
2. If the **Current Athlete** is not correct, use the **Select an Item Filter** the top left corner of the Inventory Listing Screen to Find an Item.
3. Select the desired Inventory Record from the **Inventory Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

### Inventory Database: Print a Record

1. Click **Inventory Database** icon to access the Inventory Database.
2. Select the Inventory Record from the Inventory Listing Screen.
3. Click the **Print** button.

### Inventory Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Inventory Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When someone logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section

## Equipment Database

The Equipment Database is used to track the capital equipment, serial numbers, values, warranties and inspection dates.

### Equipment Database: Listing Screen

The Equipment Database Listing Screen includes the following columns: **Item**, **Company**, **Model Number**, **Inspected**, and **Next Inspection**. If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

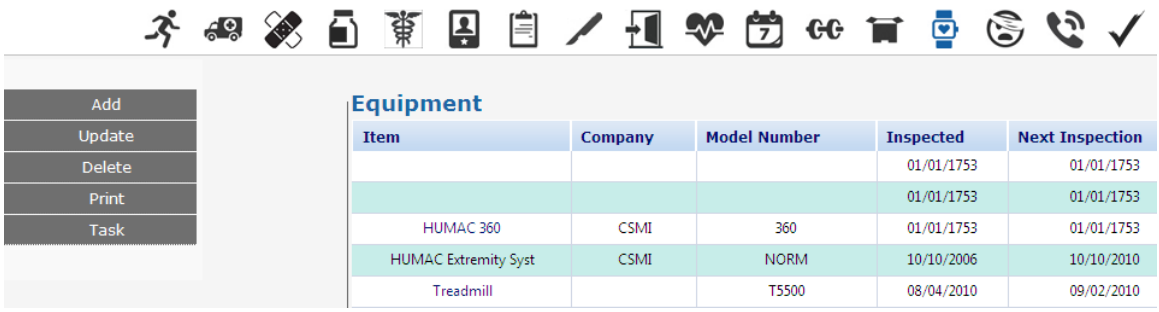



Figure 72 Equipment Database: Listing Screen

# Equipment Database: Input Screen

## The Equipment Listing Screen shows all of the Equipment Records in database.

## Equipment Database: General Tab

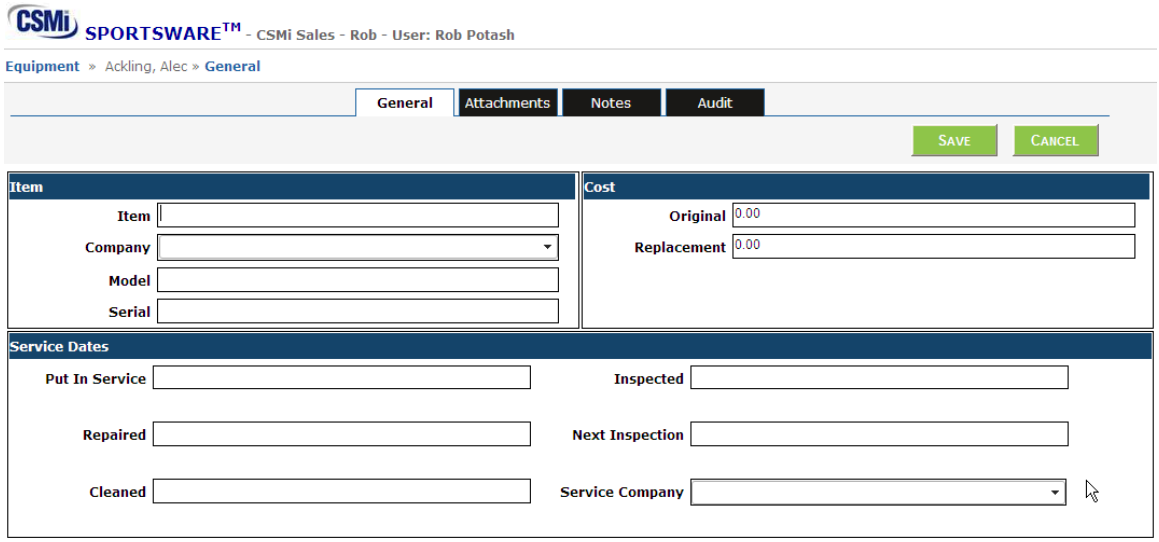



Figure 73 Equipment Database: General Tab

### *Item*

| Field | Description |
|---|---|
| **Item** | The equipment item. |
| **Company** | Manufacturer. |
| **Model** | Model Number |
| **Serial** | Serial number. |

### *Cost*

| Field | Description |
|---|---|

| | |
|---|---|
| **Original** | Cost of the original piece of equipment |
| **Replacement** | Cost of the Replacement item. |

### *Service Dates*

| Item | Description |
|---|---|
| **Put in Service** | Date equipment was put into service. |
| **Repaired** | Date equipment was last repaired. |
| **Cleaned** | Date equipment was last cleaned. |
| **Inspected** | Date equipment was last inspected. |
| **Next Inspection** | Date next inspection is due. |
| **Service Company** | Company providing service on the equipment. |

### Equipment Database: Attachments Tab

Allows you to attach any type of file to an Equipment Record.

### Equipment Database: Notes Tab

The Notes you see in the Equipment Record stored in the Equipment Record.  ???????

### Equipment Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

## Equipment Database: Actions

### Equipment Database: Add a New Record

To add a new record to the Equipment Database:

1. Click the **Equipment Database** button to access the Equipment Database.
2. Click the **Add** button to add a new Equipment Record.
3. Enter the **Equipment** information.
4. Click the **Save** button to save the new Equipment Record.

### Equipment Database: Update a Record

To update an Equipment Record:

1. Click **Equipment Database** button to access the Equipment Database.
2. If the **Current Equipment** is not correct, use the **Select Equipment Filter** the top left corner of the Equipment Listing Screen to Find Equipment.
3. Select the desired Equipment Record from the **Equipment Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Equipment Record.
5. Update the Equipment Record with the new information.
6. Click the **Save** button to save the change to the Equipment Record, or click the **Cancel** button to cancel your changes.

### Equipment Database: Delete a Record

To delete an Equipment Record:

1. Click **Equipment Database** button to access the Equipment Database.
2. If the **Current Equipment** is not correct, use the **Select Equipment Filter** the top left corner of the Equipment Listing Screen to Find Equipment.
3. Select the desired Equipment Record from the **Equipment Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database.

### Equipment Database: Print a Record

1. Click **Equipment Database** icon to access the Equipment Database.
2. Select the Equipment Record from the Equipment Listing Screen.
3. Click the **Print** button.

### Equipment Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Equipment Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When someone logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section.

## Concussion Database

The optional Concussion Database is used to track baseline **Standardized Assessment of Concussion** (**SAC**) exams and subsequent follow-up exams. A printed report shows deviations from Baseline to follow-up testing.

## Concussion Database: Listing Screen

The Concussion Database Listing Screen includes the following headings: Full Name, Injury, SAC, Reference, Exam, Orientation, Immediate Recall, Concentration, Delayed Recall, Total, Active, Closed and Hidden.

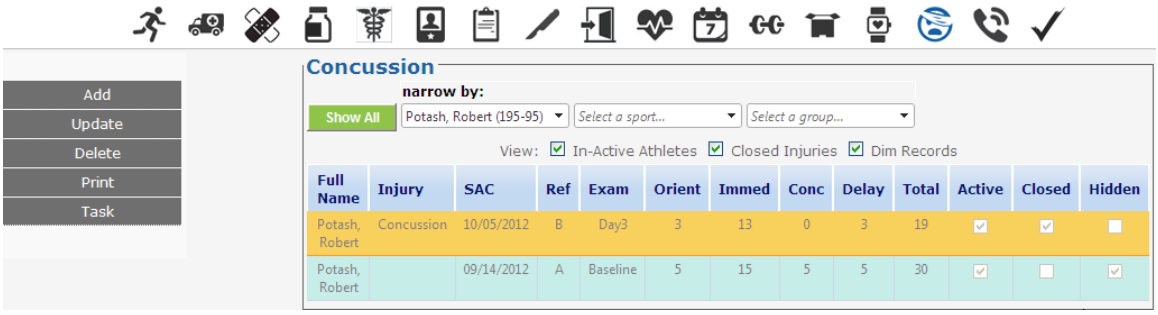



Figure 74 Concussion Database: Listing Screen

The Concussion Listing Screen shows all of the Concussion Records in database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Last Name, Sport, and Group. The Show All button clears all of the filters.

Below the Filters are three Checkboxes which adjust how records are displayed or highlighted in the Listing Screen. A checkmark in front of the option indicates the option is enabled. No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings

- In-Active Athletes - Shows Concussion for both Active and In-Active Athletes
- Closed Injuries - Shows Concussion for both open and closed injuries
- Dim Records – Shows records attached to Closed and Hidden Injuries in a lighter font so it is easier to see records for Open Injuries.

The Concussion Listing Screen includes the following columns: **Full Name, Injury, SAC (date), Ref, Examine, Orientation, Immediate Recall, Concentration, Delay, Total (SAC Score), Active, Closed, and Hidden.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

# Concussion Database: Input Screen

## Concussion Database: General Tab

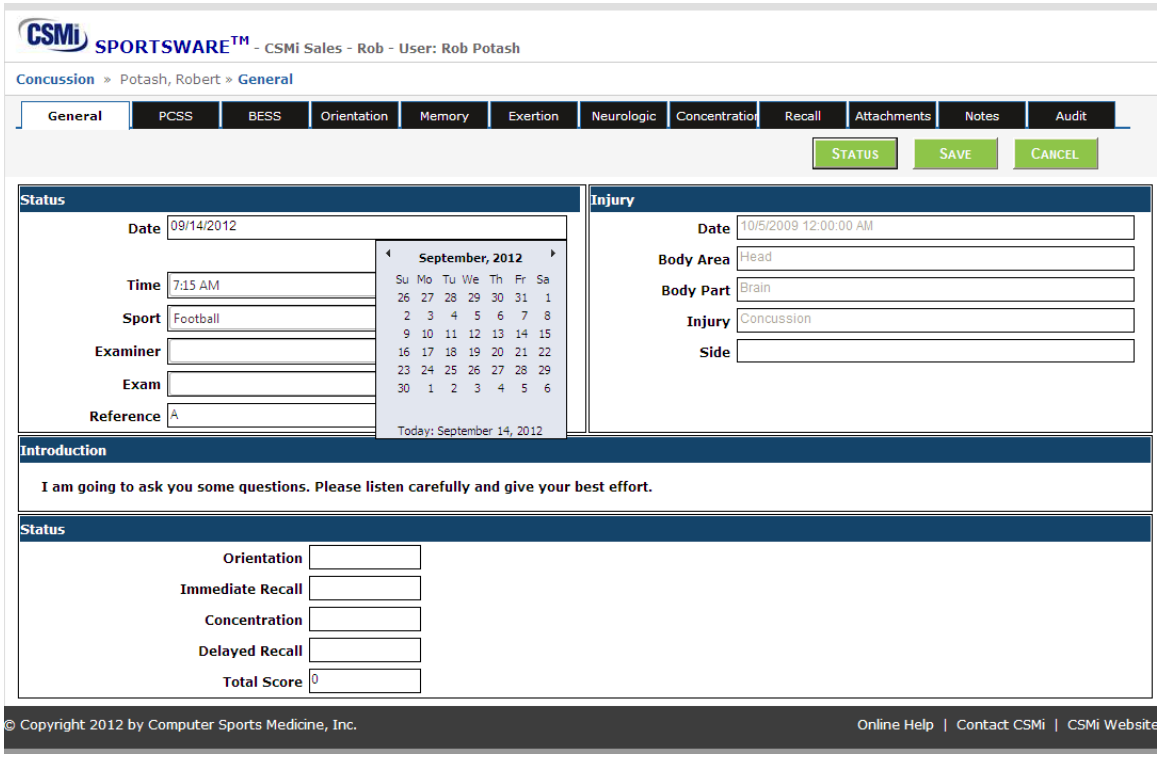



Figure 75 Concussion Database: General Tab

### *Status*

| Item | *Description* |
|---|---|
| **Date** | Date of the test |
| **Time** | Time of the test |
| **Sport** | The athlete's sport for which the test was performed. When adding a new concussion record, SWOL initializes the Sport field to the athlete's current sport. |
| **Examiner** | Person performing the test |
| **Exam** | Type of Exam (Baseline, Post-injury, follow-up, etc…) |
| **Reference** | Exam reference. SWOL allows you to create your own word choice, number string values for testing. To add or edit SAC questions, go to **Lists**, **SAC Questions**. |

### *Injury*

The displayed Injury fields are linked to the Injury record. If you need to make changes to the Injury information, it must be edited in the Injury record. The changes will automatically be displayed in the Concussion record.

### *Introduction*

These are the instructions typically given to the athlete by the examiner.

### *Status*

| Item | Description |
|---|---|
| **Orientation** | Total score for Orientation. Not calculated until after exam has been entered. When entering new records, these fields will be blank. |
| **Immediate Recall** | Total score for Immediate Recall. |
| **Concentration** | Total score for Concentration. |
| **Delayed Recall** | Total score for Delayed Recall. |
| **Total Score** | Combined total score for above sections. |

## Concussion Database: Post-Concussion Symptom Scale (PCSS) Tab

Allows you to record subjective measures for seventeen symptoms based on a 0-6 scale. Clicking the ***Initialize*** box will default all answers to "0".

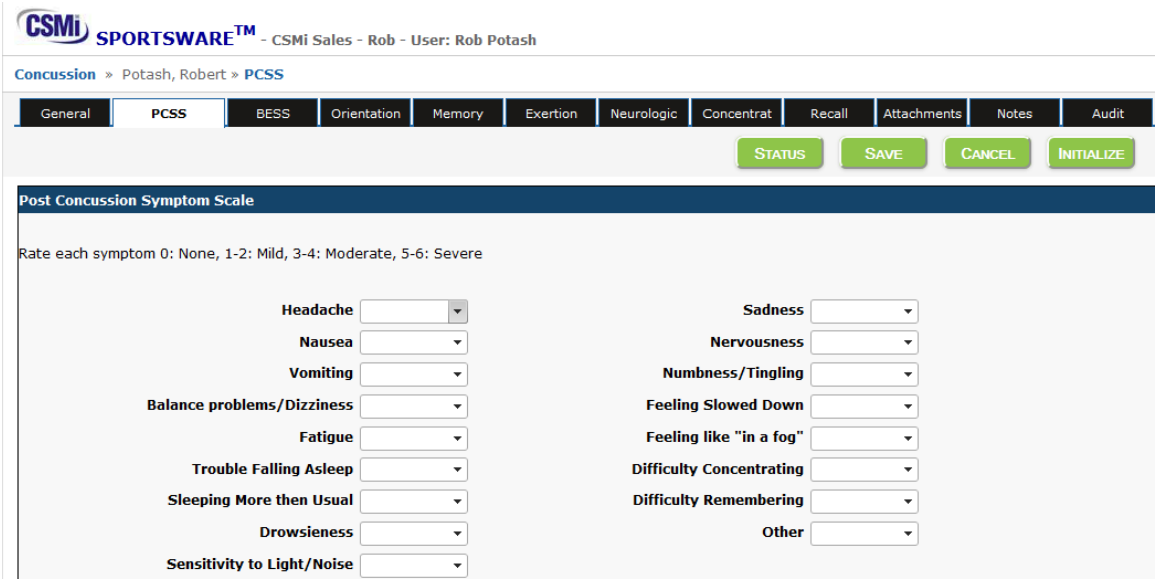



Figure 76 Concussion Database: Post-Concussion Symptom Scale (PCSS) Tab

## Concussion Database: Balance Error Scoring System (BESS) Tab

Allows you to record scoring for the Balance Error Scoring System. Clicking the ***Initialize*** box will default answers to "0".

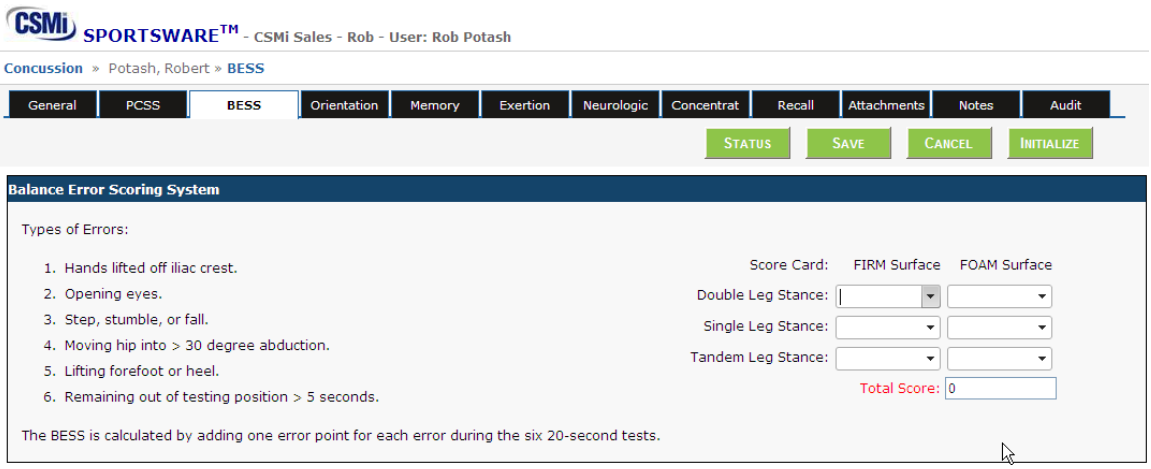



Figure 77 Concussion Database: Balance Error Scoring System (BESS) Tab

## Concussion Database: Orientation Tab

Allows you to record Orientation information based on the month, date, day of the week, year, and time. These are Pass/Fail records.

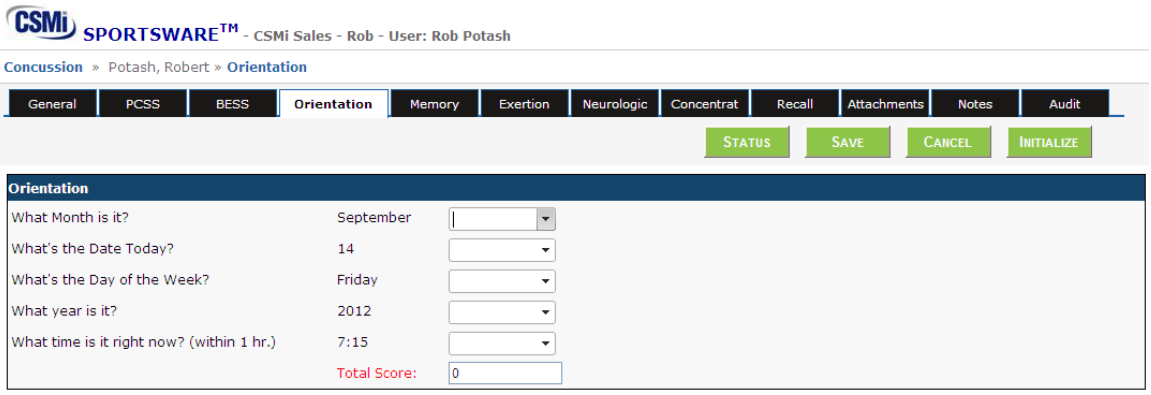



Figure 78 Concussion Database: Orientation Tab

## Concussion Database: Memory Tab

Allows you to record immediate memory recall information. A set of five words is displayed on the left hand side. Trial 1, Trial 2, and Trial 3 record the responses given by the athlete. These are Pass/Fail records. Clicking the ***Initialize*** box will default answers to "Pass". The cumulative score for each trial is recorded below each trial, and a Total Cumulative score is recorded based on the three trials.

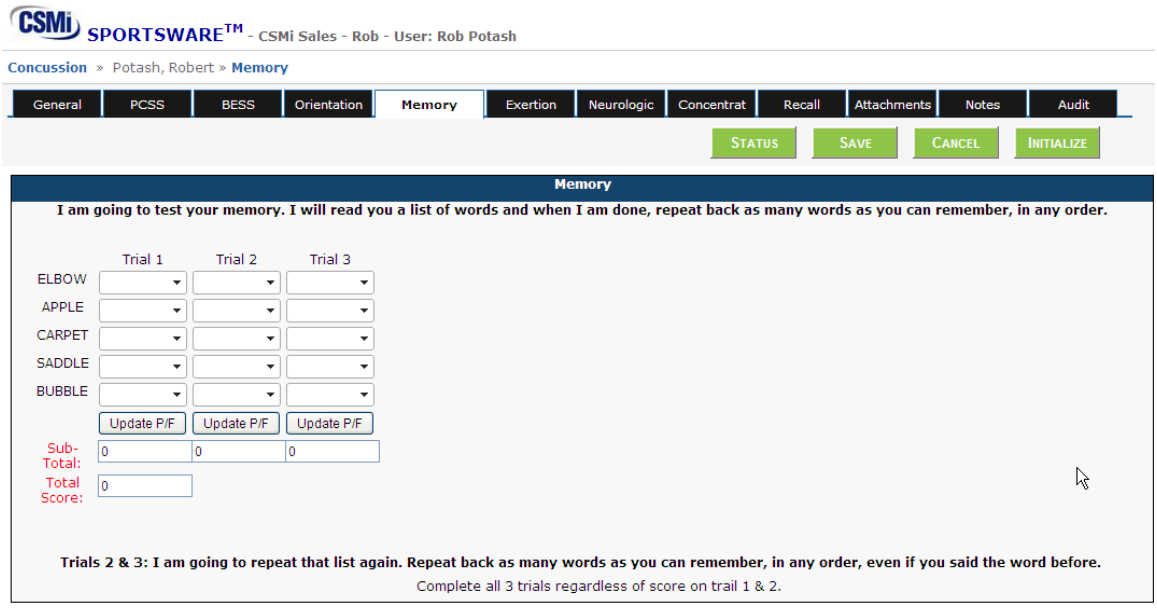



Figure 79 Concussion Database: Memory Tab

## Concussion Database: Exertion Tab

Allows you to record whether an exertion test was performed. This section is not calculated in the scoring.

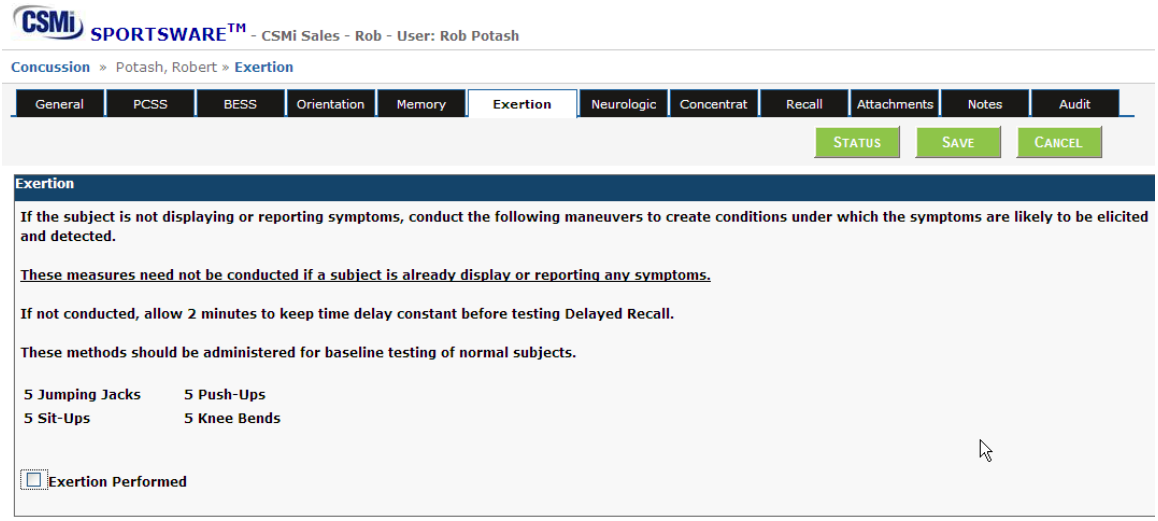

SPORTSWARE™ - CSMi Sales - Rob - User: Rob Potash
Concussion » Potash, Robert » Exertion
General
PCSS
BESS
Orientation
Memory
Exertion
Neurologic
Concentrat
Recall
Attachments
Notes
Audit
STATUS
SAVE
CANCEL
Exertion
If the subject is not displaying or reporting symptoms, conduct the following maneuvers to create conditions under which the symptoms are likely to be elicited and detected.
These measures need not be conducted if a subject is already display or reporting any symptoms.
If not conducted, allow 2 minutes to keep time delay constant before testing Delayed Recall.
These methods should be administered for baseline testing of normal subjects.
5 Jumping Jacks
5 Push-Ups
5 Sit-Ups
5 Knee Bends
Exertion Performed

Figure 80 Concussion Database: Exertion Tab

## Concussion Database: Neurologic Tab

Allows you to record a basic neurological screening. Answers are either Yes/No or Normal/Abnormal. Clicking the ***Initialize*** box will default records to “No” and “Normal”.

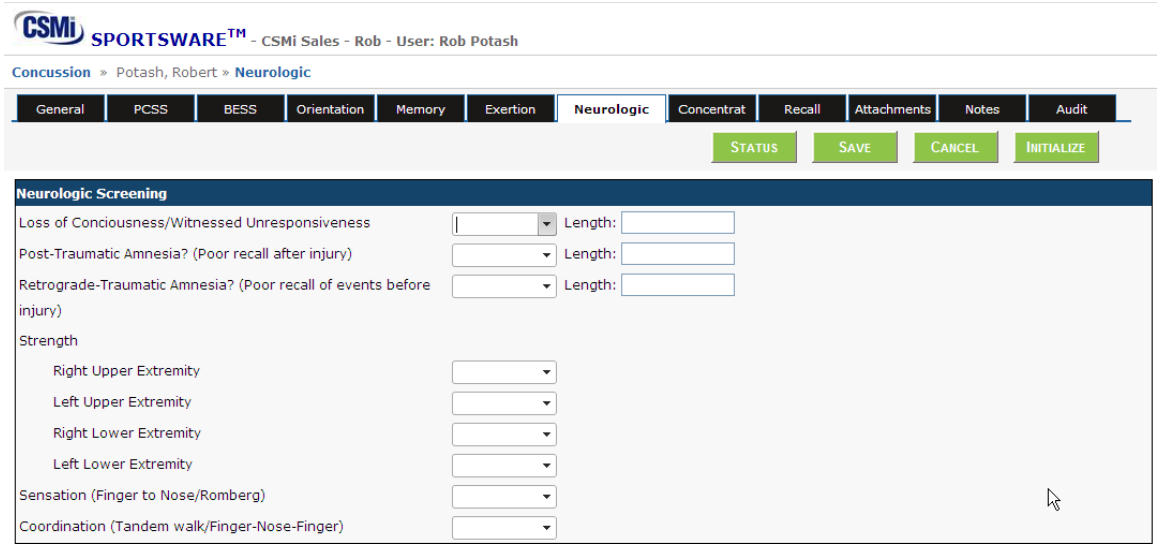



Figure 81 Concussion Database: Neurologic Tab

## Concussion Database: Concentration Tab

Allows you to record the athlete's ability to concentrate. Two sets of number strings (3, 4, 5, 6 long) are listed. The athlete is read the first string of numbers and asked to repeat backwards. If the athlete answers correctly, go on to the next string. If answered incorrectly, read trial 2 in the same string. If the athlete answers incorrectly on both trials, the test should be stopped. These are Pass/Fail records.

The athlete should be asked to state the months of the year in reverse order. This is a Pass/Fail record. Clicking the ***Initialize*** box will default answers to "Pass".

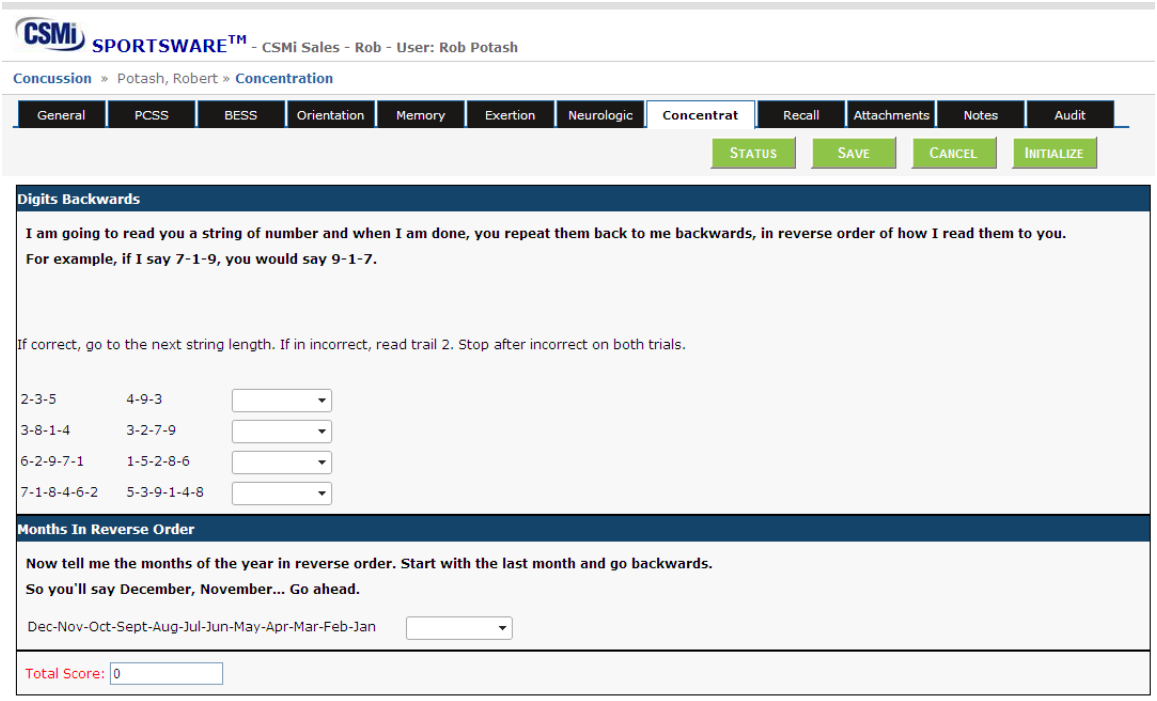



Figure 82 Concussion Database: Concentration Tab

## Concussion Database: Recall Tab

Allows you record delayed recall. Word choice is the same as for the Memory tab. Clicking the ***Initialize*** box defaults answers to "Pass".

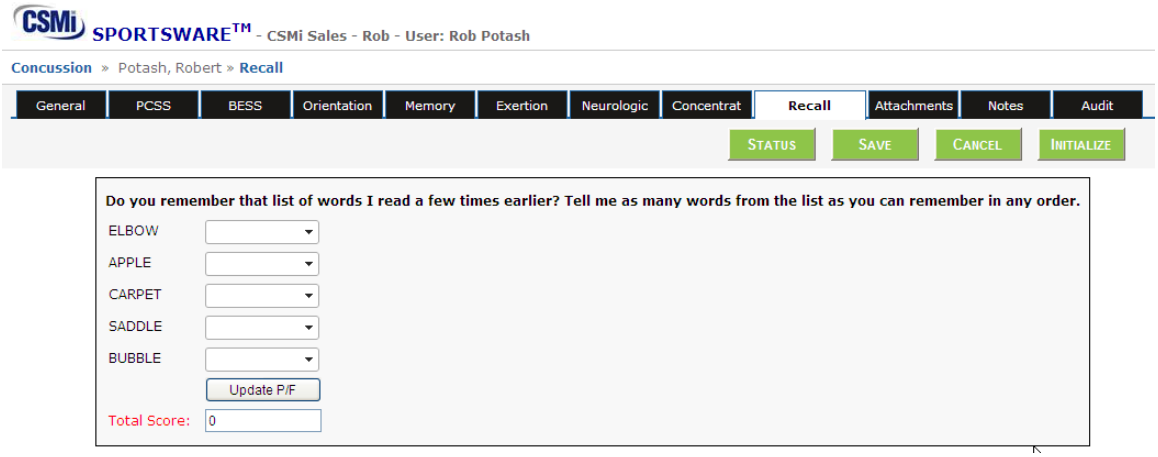



Figure 83 Concussion Database: Recall Tab

## Concussion Database: Attachments Tab

Allows you to attach any type of file to a Concussion record

### Concussion Database: Notes Tab

The Notes you see in the Concussion record are the same you see in the attached Injury record. This keeps all of your notes for a particular injury in one place. If you need to print your notes for an injury you would print an Injury Report.

### Concussion Database: Audit Tab

The Audit Tab records each time a record is edited. The Audit Listing Screen shows who accessed the record (determined by the user log-in), the date and time, and what information was edited.

## Concussion Database: Actions

### Concussion Database: Add a New Record

To add a new record to the Concussion Database:

1. Click the Concussion Database button to access the Concussion Database.
2. If the current athlete is not correct, use the **Find command at the top left corner of the Injury Listing Screen to Find an Athlete.**
3. Click the **Add** button to add a new Concussion record.
4. SWOL will display the Injury Selection screen which is a list of the athlete's current injuries.

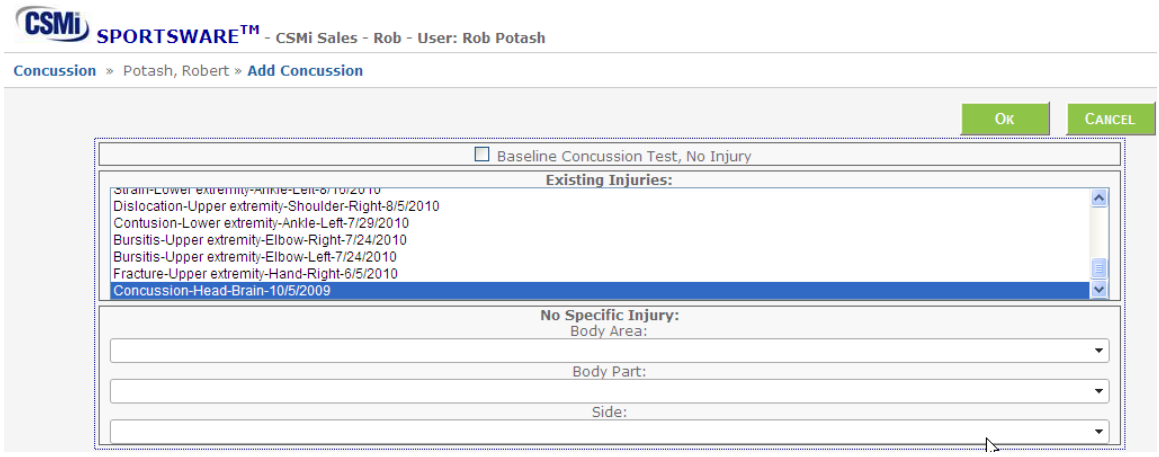



Figure 84 Concussion Database: Select Injury

- If you are adding a Baseline Exam, select the checkbox **Baseline Concussion Test, No Injury.** This will create a Hidden Injury in the Athlete record. Click **OK**.
- If you are adding a concussion exam for an existing injury, select the injury and click **OK**.
- If you are adding a concussion exam for a specific injury, but it does not appear on the list, you should click the **Cancel** button, add the new injury to the Injury Database, and then add the concussion exam.

- If you are adding a concussion exam without a specific injury and it is on the Existing Injury List, select the item and click **OK**. These are referred to as Hidden Injuries in SWOL and are not typically displayed in the Injury Listing Screen.

5. Select the **SAC Question** reference from the list.

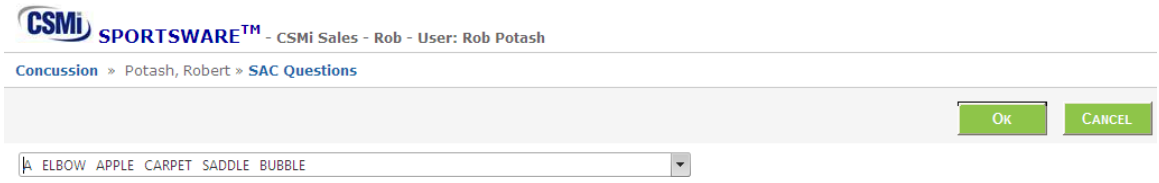

SPORTSWARE™ - CSMi Sales - Rob - User: Rob Potash
Concussion » Potash, Robert » SAC Questions
OK
CANCEL
A ELBOW APPLE CARPET SADDLE BUBBLE

Figure 85 Concussion Database: Select SAC Questions

6. Enter the **Concussion Record** information.
7. Click **OK** to save the new Concussion record.

## Concussion Database: Update a Record

To update a Concussion Record:

1. Click **Concussion Database** button to access the Concussion Database.
2. If the **Current Concussion** is not correct, use the **Select Concussion Filter** the top left corner of the Concussion Listing Screen to Find Concussion.
3. Select the desired Concussion Record from the **Concussion Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Concussion Record.
5. Update the Concussion Record with the new information.
6. Click the **Save** button to save the change to the Concussion Record, or click the **Cancel** button to cancel your changes.

## Concussion Database: Delete a Record

To delete a Concussion Record:

1. Click **Concussion Database** button to access the Concussion Database.
2. If the **Current Concussion** is not correct, use the **Select Concussion Filter** the top left corner of the Concussion Listing Screen to Find Concussion.
3. Select the desired Concussion Record from the **Concussion Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **Cancel** button to cancel the deletion and leave the record in the database

## Concussion Database: Print a Report

SWOL allows you to print a summary report with scores from the Baseline test and subsequent follow-up Concussion tests.

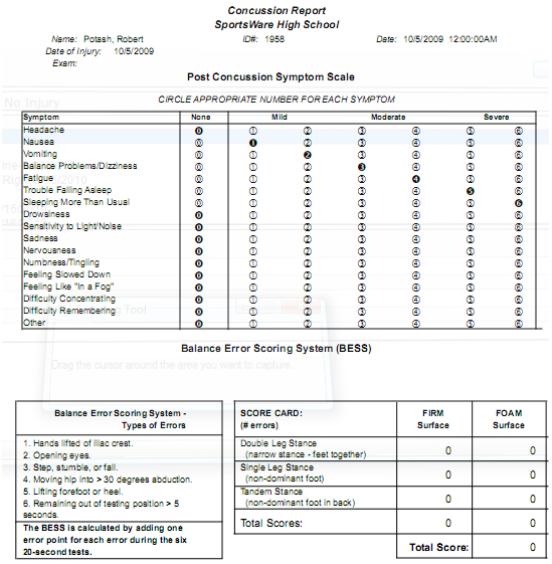
1. Click the **Concussion Database** button to access the Concussion Database.
2. If the current athlete is not correct, use the **Find command at the top left corner of the Concussion Listing Screen to Find an Athlete.**

3. Select the **Concussion Exam** you want to print from the listing screen.
4. Go to **Report, Concussion, Summary.**
5. SWOL will preview a **Concussion Summary** report with the Baseline test and subsequent follow-up concussion testing.

### Concussion Database: Print an Individual Record

SWOL allows you to print a record of a completed concussion record.

1. Click the **Concussion Database** button to access the Concussion Database.
2. Highlight the Concussion record you wish to print the record for.
3. Click the **Print** button, the Concussion Report will pop up in a PDF in a separate window for you to preview.



*Concussion Report*
*SportsWare High School*

Name: Potash, Robert ID#: 1958 Date: 10/5/2009 12:00:00AM
Date of Injury: 10/5/2009
Exam:

**Post Concussion Symptom Scale**

*CIRCLE APPROPRIATE NUMBER FOR EACH SYMPTOM*

| Symptom | None | Mild | | Moderate | | Severe | |
|---|---|---|---|---|---|---|---|
| Headache | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Nausea | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Vomiting | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Balance Problems/Dizziness | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Fatigue | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Trouble Falling Asleep | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Sleeping More Than Usual | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Drowsiness | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Sensitivity to Light/Noise | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Sadness | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Nervousness | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Numbness/Tingling | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Feeling Slowed Down | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Feeling Like "In a Fog" | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Difficulty Concentrating | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Difficulty Remembering | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| Other | 0 | 1 | 2 | 3 | 4 | 5 | 6 |

**Balance Error Scoring System (BESS)**

| Balance Error Scoring System - Types of Errors |
|---|
| 1. Hands lifted of iliac crest. |
| 2. Opening eyes. |
| 3. Step, stumble, or fall. |
| 4. Moving hip into > 30 degrees abduction. |
| 5. Lifting forefoot or heel. |
| 6. Remaining out of testing position > 5 seconds. |
| **The BESS is calculated by adding one error point for each error during the six 20-second tests.** |

| SCORE CARD: (# errors) | FIRM Surface | FOAM Surface |
|---|---|---|
| Double Leg Stance (narrow stance - feet together) | 0 | 0 |
| Single Leg Stance (non-dominant foot) | 0 | 0 |
| Tandem Stance (non-dominant foot in back) | 0 | 0 |
| Total Scores: | 0 | 0 |
| | **Total Score:** | 0 |

**Figure 86 Concussion Database: Individual Report**

### Concussion Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Concussion Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When someone logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section

## Phone Database

The Phone Database is the athletic trainer's master phone book. It should include all of the contacts an athletic trainer in your department might need to reach school officials, team physicians, insurance companies, providers, manufacturers, etc. Information entered for

Doctors, Insurance Companies, and Providers will be available through the **Lookup** buttons throughout SWOL. When adding a contact, we suggest selecting the appropriate Record Type.

## Phone Database: Listing Screen

Figure 87 Phone Database: Listing Screen

The Phone Listing Screen shows all of the Phone Records in database.

The Phone Listing Screen includes the following columns: **Last Name, First Name, Company, Record Type, Insurance Type, Phone, Fax and Email..** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order.

## Phone Database: Input Screen

The Phone Screen has the following tabs: **General**, **Attachments**, **Notes,** and **Audit**.

## Phone Database: General Tab

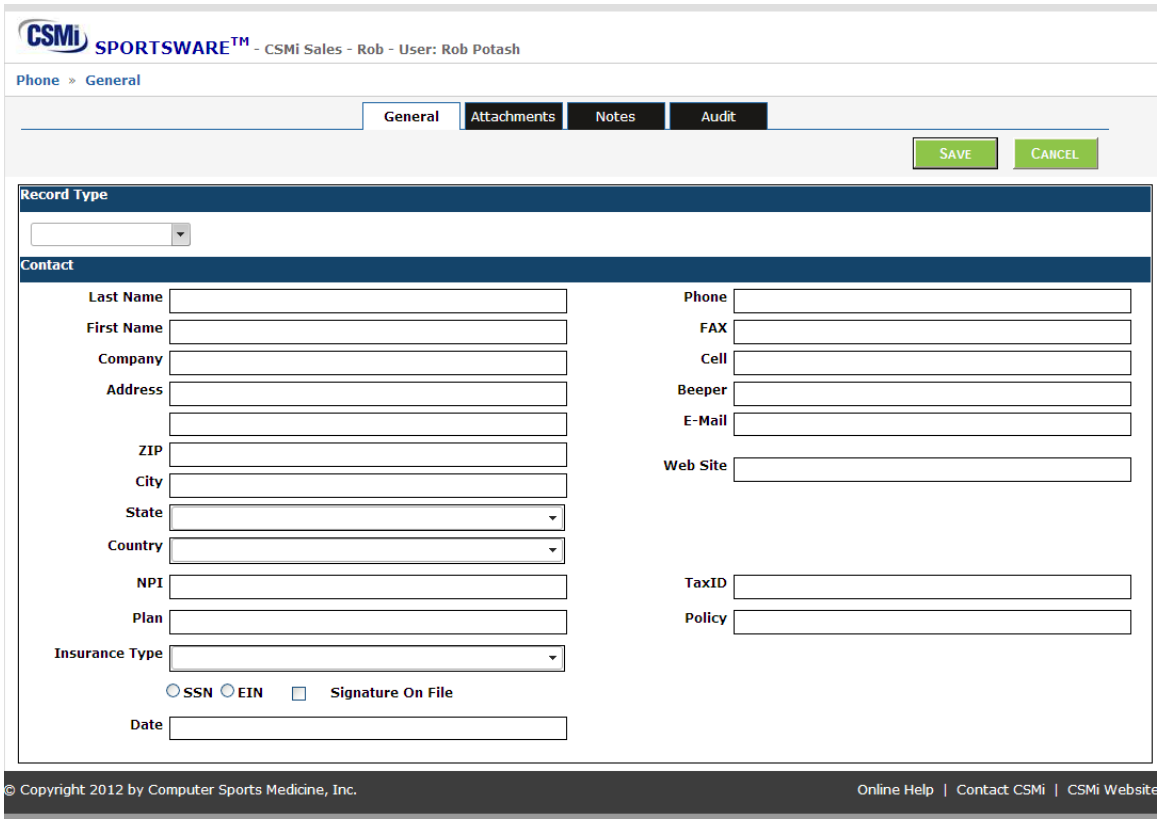



Figure 88 Phone Database: General Tab

| Field | Description |
|---|---|
| **Record Type Pull-Down** | Type of contact. Contacts entered as Insurance Companies, Suppliers, Doctors, or Providers will be available through the **Lookup** button throughout SWOL. |
| **Last Name** | Contact's last name. |
| **First Name** | Contact's first name. |
| **Company** | Company name. |
| **Address** | First line of address. |
| **Address** | Second line of address. |
| **Zip** | Zip Code. |

| Field | Description |
|---|---|
| **City** | City. |
| **State** | State. |
| **Country** | Country. |
| **NPI** | NPI number of the doctor/provider. |
| **Plan** | Plan type |
| **Insurance Type** | Type of Insurance (HMO, PPO, etc…) |
| **Phone** | Wired phone number. SWOL does not insert any formatting to allow for international numbers. |
| **Fax** | FAX number. |
| **Cell** | Cell phone number. |
| **SSN/EIN** | The provider's Tax ID is a Social Security Number or an Employer ID Number. |
| **Signature on File** | The provider's signature is on file at your institution. |
| **Beeper** | Beeper number. |
| **E-Mail** | Contact's e-mail address. ***Note:*** *SWOL displays the e-mail address as a hyperlink. When you double-click an e-mail address, SWOL automatically creates an e-mail to that address.* |
| **Website** | Contact's website address. ***Note:*** *SWOL displays the website address as a hyperlink. When you double-click a web address SWOL automatically starts your web browser at the address.* |
| **TaxID** | Tax ID number |
| **Policy** | Policy |

### Phone Database: Attachments Tab

Allows you to attach any type of file to a Phone Record.

### Phone Database: Notes Tab

The Notes you see in the Phone Record stored in the Phone Record.

## Phone Database: Actions

### Phone Database: Add a New Record

To add a new record to the Phone Database:

1. Click the **Phone Database** button to access the Phone Database.
2. Click the **Add** button to add a new Contact Record.
3. Enter the **Contact** information.
4. Click the **Save** button to save the new Contact.

### Phone Database: Update a Record

To update a Contact Record:

1. Click **Phone Database** button to access the Phone Database.
2. If the **Current Contact** is not correct, use the **Select a Contact Filter** the top left corner of the Phone Listing Screen to Find a Contact.
3. Select the desired Contact Record from the **Phone Listing Screen**.
4. Single-click the **Update** button. SWOL will open the Record.
5. Update the Record with the new information.
6. Click the **Save** button to save the changes to the record, or click the **Cancel** button to cancel your changes.

### Phone Database: Delete a Record

To delete a Phone Record:

1. Click **Phone Database** button to access the Phone Database.
2. If the **Current Contact** is not correct, use the **Select a Contact Filter** the top left corner of the Phone Listing Screen to Find a Contact.
3. Select the desired Phone Record from the **Phone Listing Screen**.
4. Click the **Delete** button. SWOL will ask you to confirm the deletion.
5. Click the **Yes** button to delete the record, or the **No** button to cancel the deletion and leave the record in the database.

### Phone Database: Print a Record

1. Click **Phone Database** icon to access the Phone Database.
2. Select the Contact Record from the Phone Listing Screen.
3. Click the **Print** button.

### Phone Database: Assign a Task

SWOL includes the ability to send a request to another User to view a record. We call this Task. For example if you wanted an associate to review an Phone Record you would mark the record with a Task, assign it to someone to review, include a subject, due date, and reason. When

someone logs on to SWOL they would see the Task on their Dashboard and could jump to the record by clicking on the link. This procedure is described in detail in the Athlete Database Section

# Status Database

## Status Database: Listing Screen

The Status Database is used to quickly update the Athletes Game and Practice Status. It is a combination of a Listing Screen with the Input Screen for the highlight record available for editing.

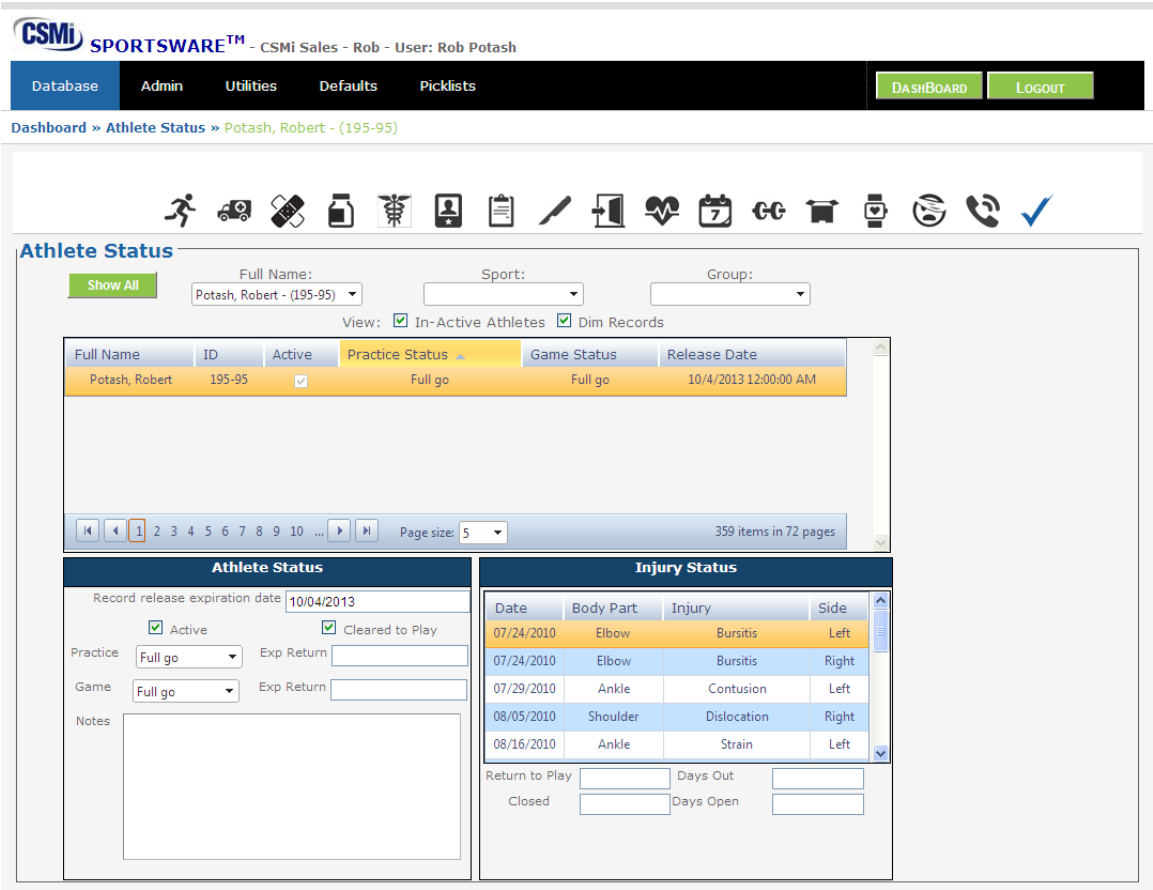



Figure 89 Status Database: Listing Screen

The Status Listing Screen shows all of the Status of all the Athletes in the Athlete database. Across the top of the Listing Screen are Filters to narrow the records displayed on the Listing Screen. The Filter choices are Full Name, Sport, and Group. The Show All button clears all of the filters.

Below the Filters is a checkbox to show Status for both Active and In-Active Status Athletes and a checkbox to Dim Records. A checkmark in front of the option indicates the option is enabled.

No checkmark indicates the option is disabled. SWOL automatically saves and restores your View Menu settings

The Status Listing Screen includes the following columns: **Full Name, ID, Active, Practice Status, Game Status** and **Release Date.** If you click on a column heading SWOL will sort records based on that column. Click a second time on the same column heading to reverse the sort order

## Status Database: Input Screen

### Status Database: Athlete Status

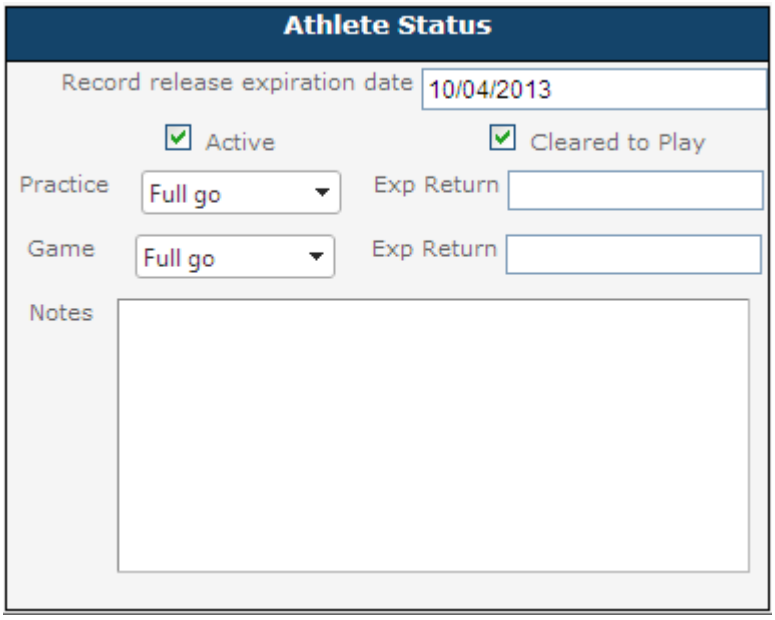



Figure 90 Status Database: Athlete Status

For the Athlete selected in the Status Listing Screen their current Status Fields are displayed and available to edit.

| Field | Description |
|---|---|
| **Status Record Release Expiration Date** | Records the date at which the Athlete's Information Release form expires. ***Note:*** *Use the Report, Athlete, Record Release Expire report to print a report of Athlete releases which expire during a time.* |
| **Active Checkbox** | Indicates Active athletes. Athletes currently in sports programs are set to **Active**. Athletes are typically set to In-Active when they graduate or leave the sports program. Setting athletes to In-Active, rather than deleting them allows you to re-call their data if questions arise at a later time.<br>• SportsWare typically only displays and reports on records for **Active** athletes. Use the **View In-Active Athletes** checkbox command |

| Field | Description |
|---|---|
| | located at the top of the Athlete Listing Screen to view the records for In-Active athletes.<br>• SportsWare allows you to display In-Active Athlete records in a grayed font. Use the View, Dim Records checkbox located at the top of the Athlete Listing Screen to dim the records for In-Active athletes |
| **Cleared to Play Checkbox** | Records if athlete is cleared to play. For example, all documentation is in and grade requirements have been met. |
| **Practice** | SportsWare uses this field to decide which athletes should be included on the Coach's Report and Status-Practice Report. (From the **Injury Database** select **Report**, **Coach**.) |
| **Expected Return** | If an athlete cannot practice, record the expected date of return here. It will appear on the Coach's Report |
| **Game** | SportsWare uses this field to decide which athletes should be included on the Coach's Report and Status-Game report. |
| **Expected Return** | If an athlete cannot compete, record the expected date of return here. It will appear on the Coach's Report |
| **Notes** | Notes in this field appear in the Coach's Report. Each time you edit a record for an athlete SWOL will ask if you want to edit the Practice and Game Status and the Notes. |

### Status Database: Injury Status

For the Athlete Selected in the Status Listing screen all of their Open injuries appear in the Injury Status Window.

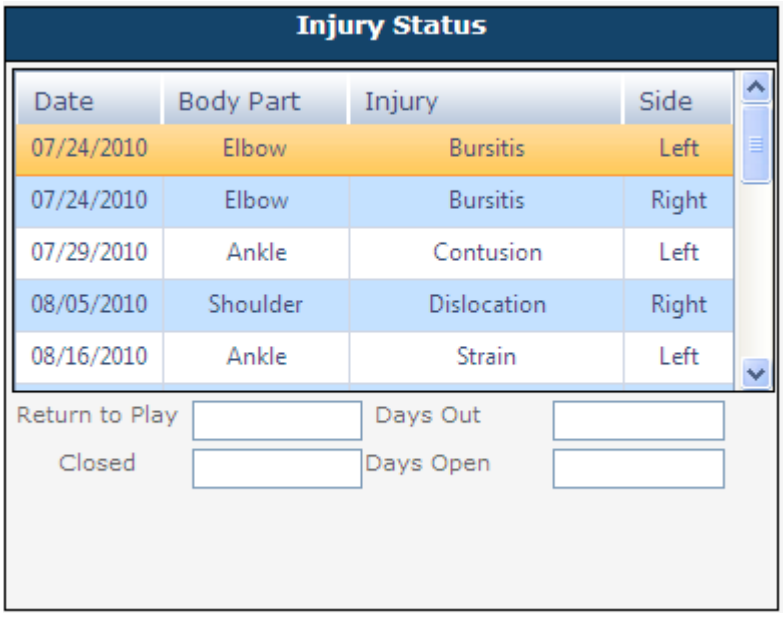



Figure 91 Status Database: Injury Status

From this Window you can record the date the Athlete returned to play and the date the injury was closed.

1. Highlight the Injury in the Injury Status Listing Screen
2. Click on the field you want to edit to open the Pop-Up Calendar
3. Insert the desired date(s).

SWOL will automatically calculate the Days Out and Days Open.

## Scheduling

SWOL includes the ability to schedule appointments between athletic trainer, other SWOL Users, and games and practices. When an Athletic Trainer logs onto SWOL their Schedule appears on the left side of the Dashboard.

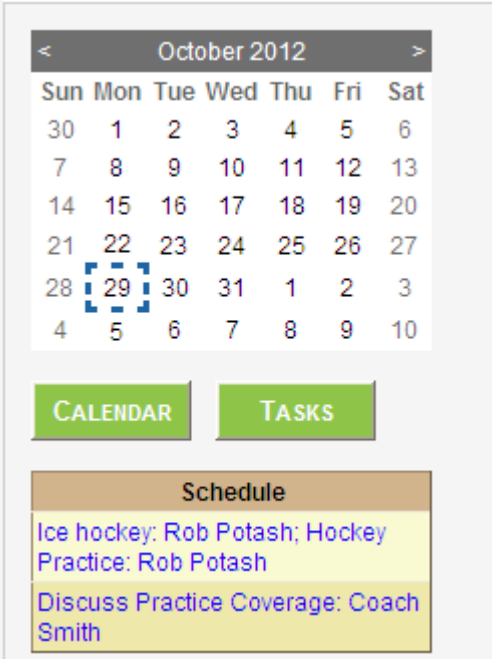

October 2012
Sun Mon Tue Wed Thu Fri Sat
30 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1 2 3
4 5 6 7 8 9 10
CALENDAR
TASKS
Schedule
Ice hockey: Rob Potash; Hockey Practice: Rob Potash
Discuss Practice Coverage: Coach Smith

Figure 92 Dashboard Calendar

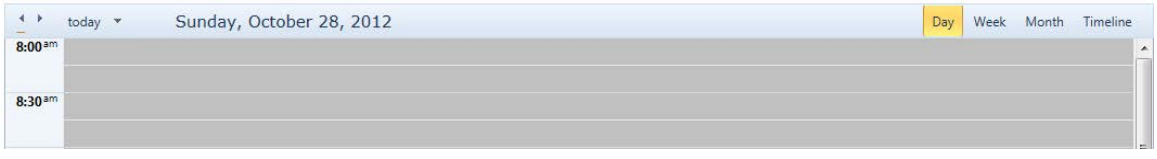
For the highlighted date SWOL shows all of the scheduled Appointments, Games/Events and Tasks.

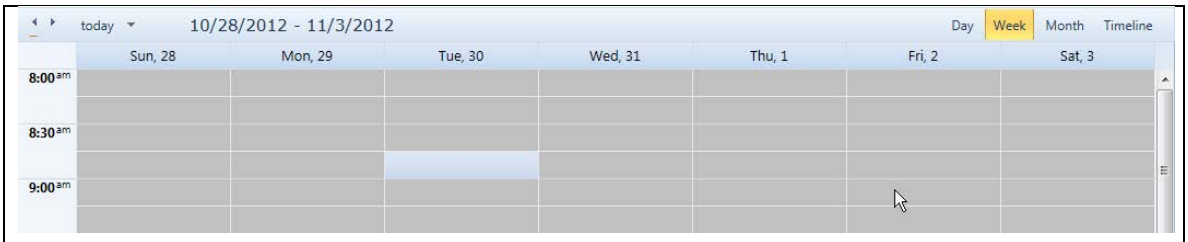
## Scheduling: Set-Up

The scheduler includes the ability for athletic trainers to schedule their appointments with athletes and for athletes to request appointments with athletic trainers. To make it possible for athletes to know when the athletic trainer is available the athletic trainer has to list their available hours.

### Scheduling: Calendar Timelines

From the Dashboard select Calendar. The Calendar timeline options appear in the upper right corner and are Day, Week, and Month. Weekly view is the default option.

| Day View |
| --- |
|  |
| Week View |




**Month View**

## Scheduling: Set up Available Appointment Times

To set up the schedule each Athletic Trainer must indicate the available appointment times. The default setting is no available appointment time.

1. From the Dashboard select Calendar. SWOL will open a Weekly view with all times grayed out indicating unavailable.
2. Position the cursor over a starting time, hold down the left mouse button and drag the cursor over the block of time to be set as available. Then release the left mouse button.
3. With the cursor over the highlighted area press the right mouse button to open the Calendar Menu. Select **"Mark as Available."**

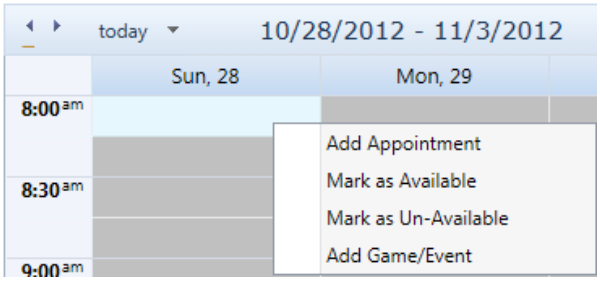



Figure 93 Scheduling: Set up Available Appointment Times

1. SWOL will ask you to define the parameters for the Available Time

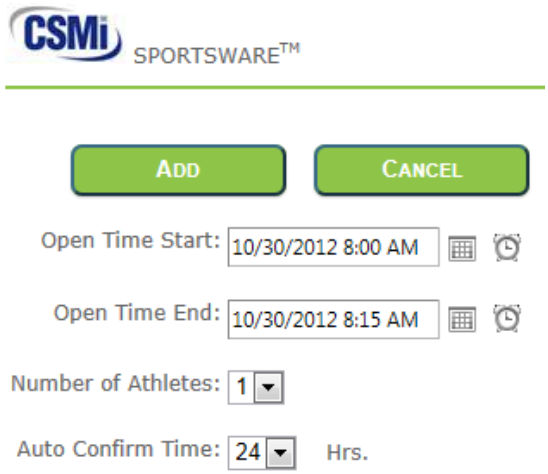



Figure 94 Scheduling: Set up Available Times

| Field | Description |
|---|---|
| **Add** | Saves the Parameters and adds the available time to the calendar |
| **Cancel** | Cancels the available time |
| **Open Time Start** | Day and time the available time begins |
| **Open Time End** | Day and time the available time ends |
| **Number of Athletes** | Limits the number of athletes that can schedule for the same time. If you only see one athlete at a time set it to one. If you can see up to two set it to two and so on. |
| **Auto Confirm** | If an appointment is requested in a time greater than this value the appointment is automatically scheduled. If an appointment requested in a time less than this value then the appoint will require confirmation from the Athletic Trainer. |

Available time is colored white on the Daily and Weekly calendars.

## Scheduling: Schedule a Game/Event

Games and Practices can be recorded on the calendar by Users with Administrative Rights. For each such event Athletic Trainers can be assigned. The events will appear on the assigned Athletic Trainer's calendar.

2. From the Dashboard select Calendar.
3. Go to the date of the Game or Practice

4. Position the cursor over a starting time, hold down the left mouse button and drag the cursor over the block of time to be set as available. Then release the left mouse button.
5. With the cursor over the highlighted area press the right mouse button to open the Calendar Menu. Select **"Add Game/Event."**
6. SWOL will then ask you to define the parameters for the Game/Event.

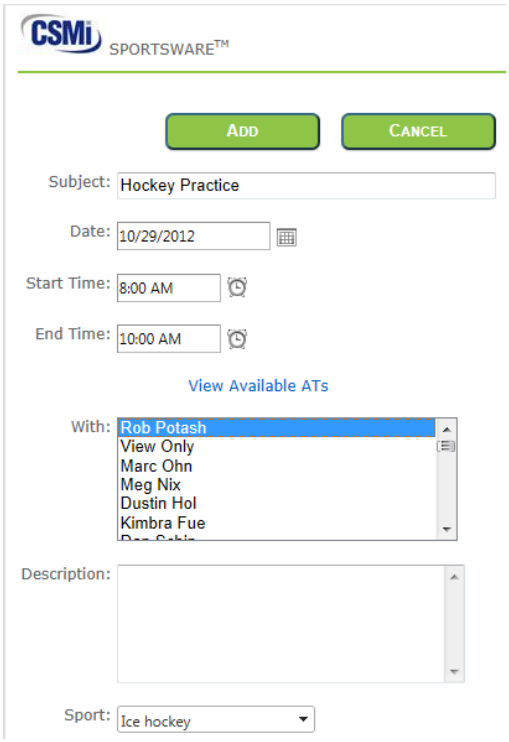



Figure 95 Scheduling: Schedule a Game/Event

| Field | Description |
|---|---|
| **Add** | Saves the Game or Event to the calendar |
| **Cancel** | Cancels the Game/Event |
| **Subject** | Name of the Game/Event |
| **Date** | Date of Game or Event |
| **Start Time** | Start Time |
| **End Time** | End Time |
| **View Available ATs** | Displays the available Athletic Trainers |
| **With** | Assign Athletic Trainers. Hold down the Control Key to select more than one |

| | |
|---|---|
| | Athletic Trainer |
| **Description** | Additional details. |
| **Sport** | If sport related attach to a Sport |

## Scheduling: Schedule an Appointment with An Athlete or Another SWOL User

To schedule an appointment with an Athlete

1. From the Dashboard select Calendar.
2. Go to the date and time for the desired appointment
3. Position the cursor over a starting time, hold down the left mouse button and drag the cursor over the block of time to be set as available. Then release the left mouse button.
4. With the cursor over the highlighted area press the right mouse button to open the Calendar Menu. Select **"Add Appointment."**
5. SWOL will then ask you to define the parameters for the Appointment.

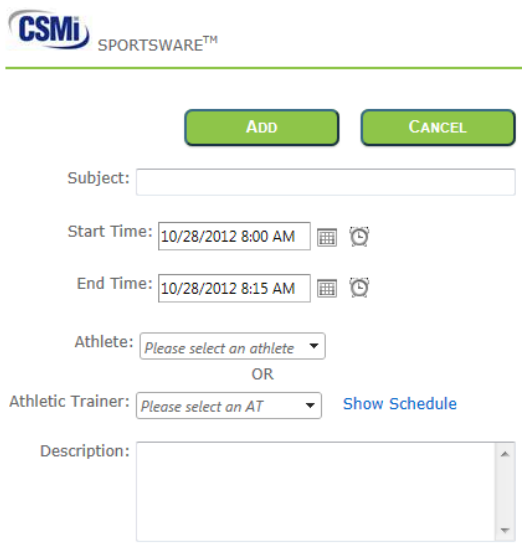



Figure 96 Scheduling: Schedule an Appointment

| Field | Description |
|---|---|
| **Add** | Saves the Appointment to the calendar |
| **Cancel** | Cancels the Appointment |
| **Subject** | Reason for Appointment |
| **Start Time** | Date and Start Time of the appointment. Pop-Up Calendar and Clock is |

| | |
|---|---|
| | available |
| **End Time** | Date and End Time of the appointment. Pop-Up Calendar and Clock is available |
| **Athlete** | If appointment is with an Athlete select the Athlete. |
| **Athletic Trainer** | If appointment is with another SWOL User select them here |
| **Description** | Additional details. |

This is the same procedure for an Athlete to schedule an appointment with an Athletic Trainer. The Athlete logs onto SWOL and from the dashboard follows the steps listed above.

## Scheduling: Confirm, Edit or Delete an Appointment

To confirm, edit or delete an existing Appointments and Game.

1. From the Dashboard select Calendar.
2. Go to the desired appointment, game, or event
3. Position the cursor over the appointment, game, or event press the right mouse button to open the Edit menu

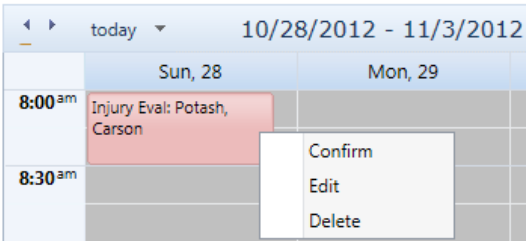



Figure 97 Scheduling: Confirm, Edit or Delete an Appointment

| Field | Description |
|---|---|
| **Confirm** | Send confirmation |
| **Edit** | Open the original Appointment or Game/Event window for editing |
| **Delete** | Delete the scheduled activity |

# Reports

## Reports Module

SWOL includes over 100 Standard report formats plus the ability to filter and export data to an Excel or a Text File.

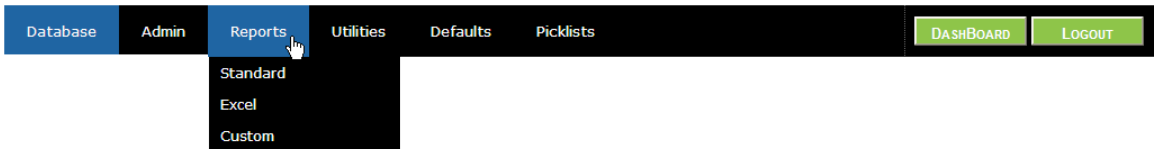



Figure 98 Reports Pull-Down Menu

## Reports: Generate Standard Report

The reports Pull-Down menu can be accessed from the Dashboard and any Listing Screen. When you access the Standard Reports from a Listing Screen the SWOL Report Generator will default to that Database (See Select a Database field at top left) and associated Standard Reports. Use the Select a Database Pull-Down List to select Standard Reports from a different database if needed.

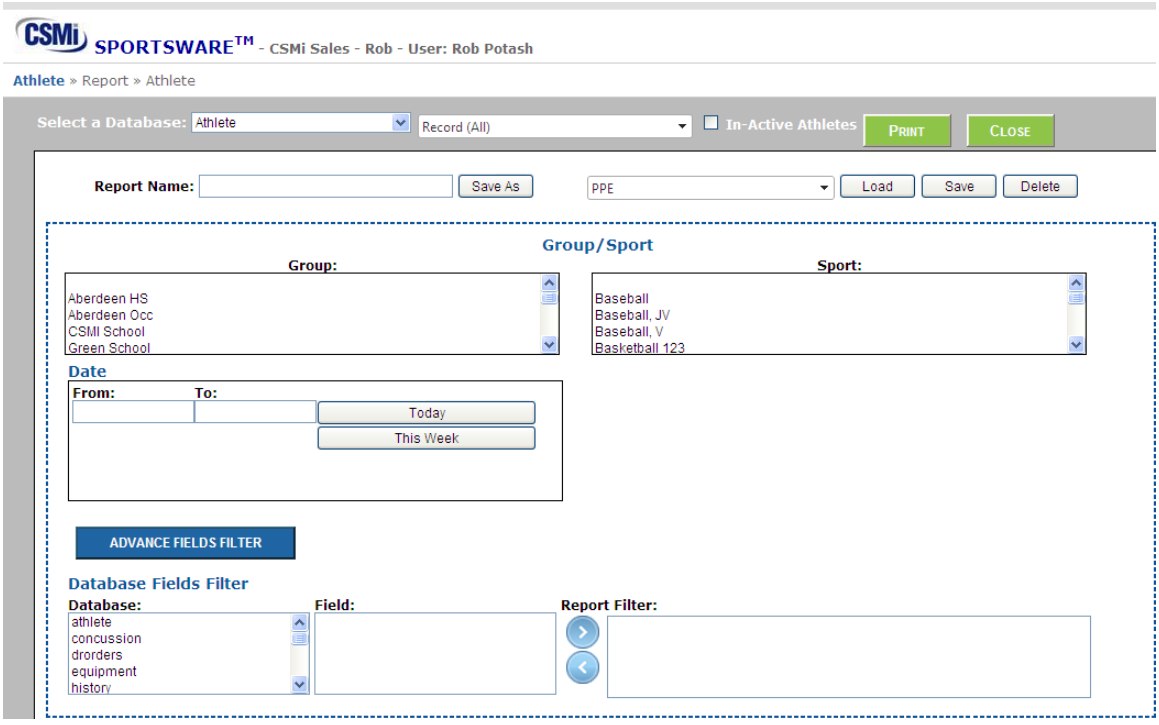



Figure 99 Reports: Standard Report Generator with Advance Filters

## Reports: Database/Report/In-Active

Figure 100 Reports: Database/Report/In-Active

| Field | Description |
|---|---|
| **Select a Database** | Pull-Down List of Databases. Each Database has unique Standard Reports |
| **Report** | Pull-Down List of available Reports for the selected Database |
| **In-Active** | Uncheck only Active Athletes that meet the filter criteria will be included in the Report. Checked and Active and In-Active Athletes will be included in the Report. |

## Reports: Create Stored Filters

SWOL includes the ability to create and save a custom filter and or a customer report.

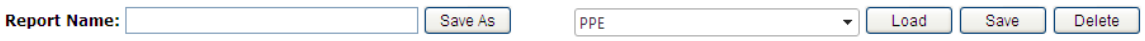



Figure 101 Reports: Create Stored Filters

1. Select the **Filter Criteria** using any combination to the **Group**, **Sports** and **Database** fields.
2. Enter a **Name** in the **Report Name** field
3. Click the **Save As** button.

## Reports: Recall Stored Filters

Stored Filter and Reports can be recalled.

1. From the Reports Menu click on the down arrow to the left of the Load button.
2. Select the desired report from the pull-down list
3. Click the Load button.

## Reports: Group/Sport

Figure 102 Reports: Group/Sport

SWOL automatically prints individual reports for each Group and Sport combination. In the above example, SWOL will print two reports. The first report will include data for SportsWare College Men's Gymnastics team. The second report will include data for SportsWare College Women's Gymnastics team.

If you multi-select more than one Group and/or Sport SWOL will generate separate reports for each Group and each Sport.

| Field | Usage |
|---|---|
| **Group** | When selecting records for the Statistics (Injury Statistics, Treatment Statistics, Medication Statistics) reports, SWOL uses the selected database to search for matching groups. For example if you select **Report**, **Treatment**, **Statistics**, SWOL searches the Treatment database for matching records. In all other cases, SWOL searches the athlete database for matching groups. |
| **Sport** | When selecting records for the reports, SWOL uses the database associated with the report type to search for matching sports. For example if you select **Report**, **Injury**, **Daily Log**, SWOL searches the Injury database for matching records. The only exception to this is the Coach's Report where SWOL searches the Athlete database for matching sports. The reason is that Coach's reports are generated for the athlete's current sport, not the sport the athlete was injured playing. |

## Reports: Date Range

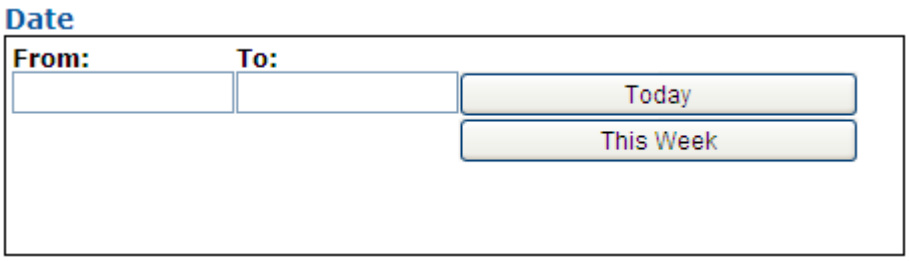



Figure 103 Reports: Date Range

SWOL allows you to set the date range for records to include in a report. For databases with specific event dates, e.g. Injury Date or Treatment Date SWOL uses the event date. For databases without specific event dates, e.g. Athlete or Phone, SWOL uses the date the record was modified.

| Database | Field |
|---|---|
| **Athlete** | Modified Date |
| **Doctor Orders** | Orders Date |
| **Equipment** | Modified Date |
| **Injury** | Injury Date |

| Database | Field |
|---|---|
| **Insurance** | Invoice Date |
| **Treatment** | Treatment Date |
| **Medication** | Medication Date |
| **Phone** | Modified Date |
| **Physical** | Physical Date |
| **Referral** | Referral Date |
| **Sign-Out** | Sign-Out Date |
| **Weight** | Weight Date |
| **Treatment** | Treatment Date |

The following options can be used to specify the date range.

| Date Range | Selection |
|---|---|
| **From Blank**<br>**To Blank** | Use all records in the database. |
| **From ff/ff/ffff**<br>**To Blank** | Use all records on or after ff/ff/ffff. |
| **From Blank**<br>**To tt/tt/tttt** | Use all records on or before tt/tt/tttt. |
| **From ff/ff/ffff**<br>**To tt/tt/tttt** | Use all records from ff/ff/ffff to tt/tt/tttt. |

***Note:*** *The Today button sets the From and To values to the current date. The This Week button sets the date range from Sunday to Saturday of the current week.*

## Reports: Status

***Note:*** *The Status Option is only present on the Coach's report.*

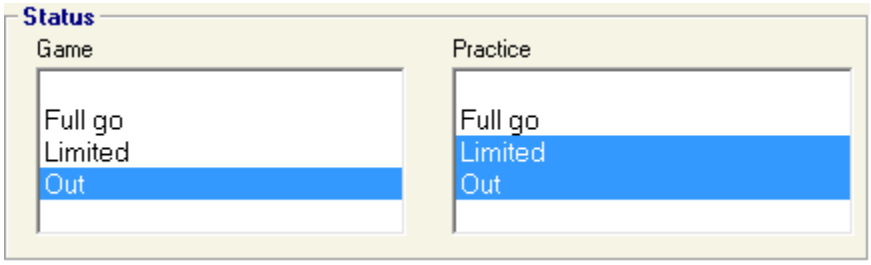



Figure 104 Reports: Status

For the Coach's Report you can specify the athlete status for the selected records.

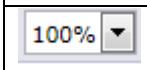
| Status | Description |
|---|---|
| **Game (none selected)**<br><br>**Practice (none selected)** | Use all athlete records in the database. |
| **Game (Out)**<br><br>**Practice (none selected)** | Use all records where the Game Status is Out. |
| **Game (none selected)**<br><br>**Practice (Limited, Out)** | Use all records where the Practice Status is Limited or Out. |
| **Game (Out)**<br><br>**Practice (Limited, Out)** | Use all records where the Game Status is Out and the Practice Status is Limited or Out. *(Shown in the above example.)* |

***Note:*** *To multi-select items hold the Ctrl key as you select each item.*

## Reports: Preview

The following options are available from the Report Preview screen.

| Icon | Description |
|---|---|
| | Export the report to a Word, Excel or PDF format. |
| | Print the report. |

| | |
|---|---|
| | Show/Hide the directory tree on the left side of the report. This allows you to quickly browser to different records in the report. |
| | Move to First, Previous, Next, or Last page. |
| | Go to a specific page in the report. |
| | Open a sub-report (most reports do not contain sub-reports). |
| | Search for text in the report. |
|   | Change the Zoom level. |

# Reports: Athlete

## Reports: Athlete: Roster

The Team Roster displays a list of the Athletes Names, Addresses, and Phone Numbers.

1. From the **Athlete Database,** select Reports and select Roster from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the **Print** button to preview the report.

***Team Roster Report***
***SportsWare High School***
***Active Athletes***

| Name | Address | Phone |
|---|---|---|
| , | , | |
| , | , | |
| , | , | |
| , | , | |
| , Another Person | , | |
| **a** | | |
| anderson, susan | , | |
| athlete, sample | Address1 Address2 city1, AR 088252 United States | 781-787-7878 |
| **A** | | |
| Atwell, Jonathan | , | |
| Atwell, Ryan | , | |
| **B** | | |
| Bigtime, Mikey | , | |
| **C** | | |

Figure 105 Reports: Athlete: Roster

## Reports: Athlete: Travel Report, Travel 1/Page, (Medical Only), (Medical Only) 1/page

The travel report displays the athlete's emergency contacts, insurance information and medical information. It is typically printed when a team is going on a road trip.

| Report | Description |
|---|---|
| **Travel Report** | Athlete's emergency contacts, insurance information and medical information. Multiple athlete records may be printed on the same page to save paper. |
| **Travel Report 1/page** | The 1/page report contains the same information as the Travel Report with only one athlete listed per page. This may be done to comply with HIPAA. |
| **Travel Report (Medical Only)** | Athlete's medical information (doctor, medical notes). Multiple athlete records may be printed on the same page to save paper. |
| **Travel Report (Medical Only) 1/page** | The Medical Only 1/page report contains the same information as the Medical Only Report with only one athlete listed per page. This may be done to comply with HIPAA. |

1. From the Athlete Database, select **Reports** and select Travel Report or Travel 1/Page, (Medical Only), or (Medical Only) 1/Page from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the **Print** button to preview the report.

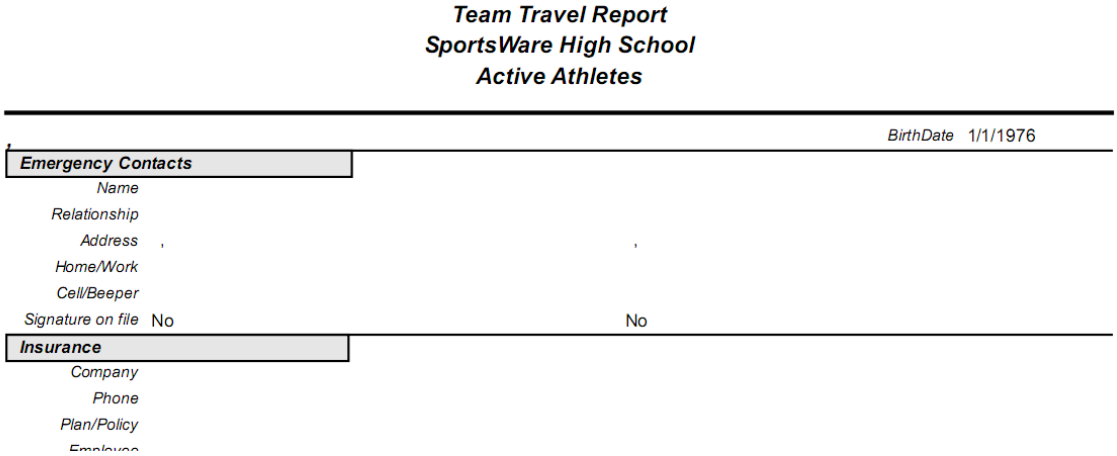



Figure 106 Reports: Athlete: Travel Report, Travel 1/Page, (Medical Only), (Medical Only) 1/page

## Reports: Athlete: Mailing Labels

SWOL prints mailing labels for all Athletes Primary and Secondary Addresses and the Emergency Contact's Primary and Secondary Addresses, depending upon which address is chosen. The SWOL mailing labels are designed for **Avery 5160** or equivalent label sheets.

The following label reports are available.

| Report | Data |
|---|---|
| **Primary** | Athlete Primary Address |
| **Primary Parents Of** | "To the parents of" Athlete Primary Address |
| **Secondary** | Athlete Secondary Address |
| **Secondary Parents Of** | "To the parents of" Athlete Secondary Address |
| **Emergency Primary** | Emergency Contact Primary Address |
| **Emergency Secondary** | Emergency Contact Secondary Address |

1. From the Athlete Database, select Reports and choose Primary, Primary Parents Of, Secondary, Secondary Parents Of, Emergency Primary, or Emergency Secondary from the pull-down menu.
2. Complete the Selection Criteria for the records to be included in the report.
3. Click the Print button to preview the report.

DUPLICATE Smith
5 Alaska Street
Flemington, NJ 08822
United States

Peter Smith
5 Alaska Street
Flemington, MT 08822
United States

Figure 107 Reports: Athlete: Mailing Labels

## Reports: Athlete: File Folder Labels

The File Folder report prints the Athlete Name, ID and other relevant info on file folder labels. This is convenient if you create a paper folder for each athlete. The SWOL File Folder labels are designed for Avery 5066 or equivalent label sheets

| Report | Data |
|---|---|
| **File Folder Label** | File Label containing the Athlete Name, ID, Sports and Graduating Class sorted by Athlete Name. |

| | |
|---|---|
| **File Folder Label (Name, ID)** | File Label containing the Athlete Name and ID sorted by Athlete Name. |
| **File Folder Label (Grad Class Sort)** | File Label containing the Athlete Name, ID, Sports and Graduating Class sorted by Graduating Class, Athlete Name. |

1. From the **Athlete Database,** select Reports and choose File Folder Labels, File Folder Label (Name, ID), or File Folder Label (Grad Class Sort) from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the **Print** button to preview the report.

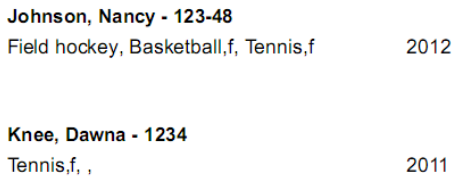



Figure 108 Reports: Athlete: File Folder Labels

## Reports: Athlete: Alerts

The Alerts Report displays the Athletes and any medical history alerts that have been entered.

1. From the **Athlete Database**, select **Reports** and **Alerts** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the **Print** button to preview the report.

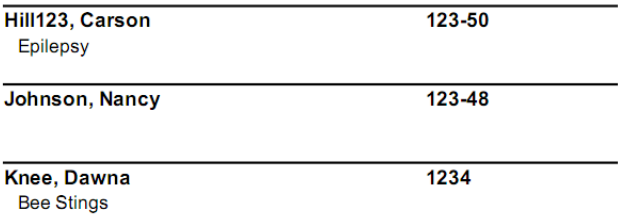



Figure 109 Reports: Athlete: Alerts

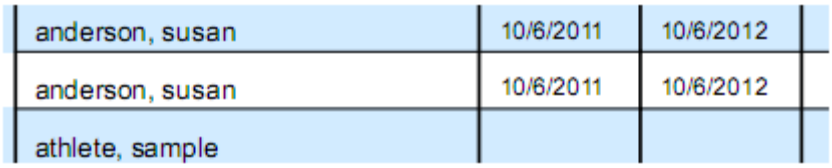
## Reports: Athlete: Paperwork

The Paperwork Report displays the Athletes and the expiration date of their paperwork.

| Report | Data |
|---|---|
| **All Dates** | Display the report for all athletes. |

| | |
|---|---|
| **Expired** | Display the report for athletes with expired paperwork. |

1. From the Athlete Database, select Reports and Paperwork or Paperwork (Expired) from the pull-down menu.
2. Complete the Selection Criteria for the records to be included in the report.
3. Click the Print button to preview the report.



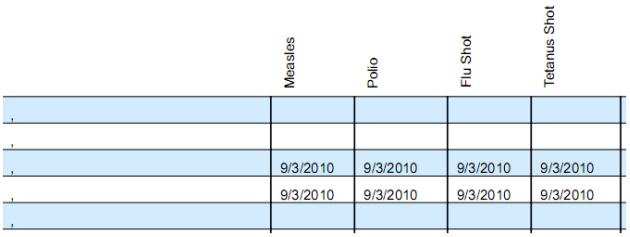
| | | | |
|---|---|---|---|
| anderson, susan | 10/6/2011 | 10/6/2012 | |
| anderson, susan | 10/6/2011 | 10/6/2012 | |
| athlete, sample | | | |

Figure 110 Reports: Athlete: Paperwork

## Reports: Athlete: Immunization

The Immunization report shows the Athlete Immunization Dates.

1. From the **Athlete Database,** select **Reports** and **Immunizations** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the **Print** button to preview the report.



| | Measles | Polio | Flu Shot | Tetanus Shot |
|---|---|---|---|---|
| , | | | | |
| , | | | | |
| , | 9/3/2010 | 9/3/2010 | 9/3/2010 | 9/3/2010 |
| , | 9/3/2010 | 9/3/2010 | 9/3/2010 | 9/3/2010 |
| , | | | | |

Figure 111 Reports: Athlete: Immunization

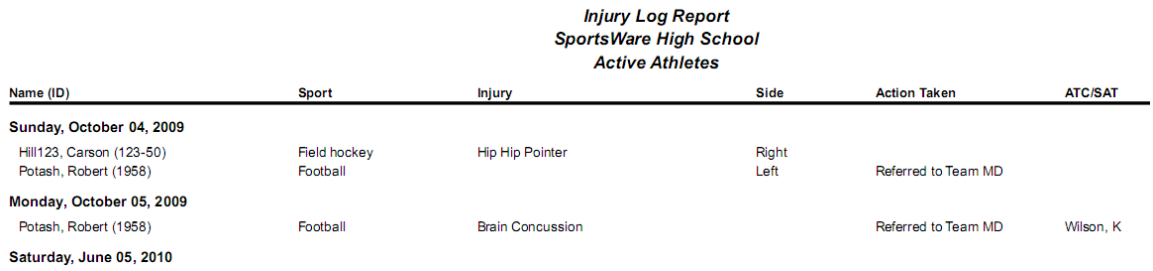
# Reports: Injury

## Reports: Injury: Daily Log

The Daily Injury Log displays the Athlete Name and Injury for a given date range. It is typically used at the end of the day to print a list of all the injuries seen by the training room that day.

| Report | Description |
|---|---|
| **Daily Log** | List the injuries for a given time range. |
| **Daily Log (Details)** | List the injuries and the details for each injury for a given time range. |

1. From the Injury Database, select Reports and Daily Log or Daily Log (Details) from the pull-down menu.
2. Complete the Selection Criteria for the records to be included in the report.
3. Click the Print button to preview the report.



*Injury Log Report*
*SportsWare High School*
*Active Athletes*

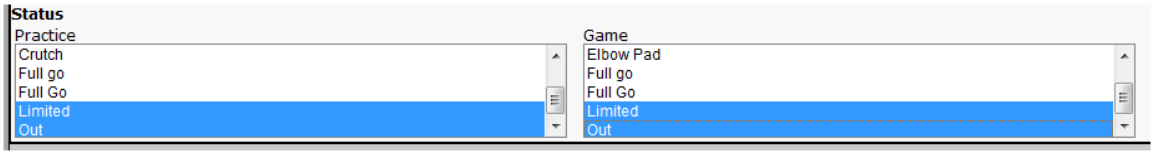
| Name (ID) | Sport | Injury | Side | Action Taken | ATC/SAT |
|---|---|---|---|---|---|
| **Sunday, October 04, 2009** | | | | | |
| Hill123, Carson (123-50) | Field hockey | Hip Hip Pointer | Right | | |
| Potash, Robert (1958) | Football | | Left | Referred to Team MD | |
| **Monday, October 05, 2009** | | | | | |
| Potash, Robert (1958) | Football | Brain Concussion | | Referred to Team MD | Wilson, K |
| **Saturday, June 05, 2010** | | | | | |

Figure 112 Reports: Injury: Daily Log

## Reports: Injury: Coach's Report

The Coach's Report displays the Athletes' Name and ID, Practice and Game Status, Status Notes, and a list of their open injuries.

1. From the **Injury Database,** select **Reports** and **Coach** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report. ***Note:*** *Selecting the Status will filter what athletes appear on the report. If you only want athletes whose status is Limited or Out to appear on the report, select Limited and Out from the Status filter.*




3. Click the Print button to preview the report.

***Bigtime, Mikey 0999999***

| | | | |
|---|---|---|---|
| *Game Status* | Limited | *Exp Return* | 8/28/2010 |
| *Practice Status* | Limited | *Exp Return* | 8/28/2010 |

*Notes and Injuries*

| | | | | |
|---|---|---|---|---|
| 8/25/2010 | Ice hockey | Ankle | Sprain | Right |
| 8/25/2010 | Ice hockey | Ankle | Sprain | Right |

Figure 113 Reports: Injury: Coach's Report

## Reports: Injury: Status

Display the practice status of your athletes

| Report | Description |
|---|---|
| **Practice** | List the Athletes' Practice Status |
| **Game** | List the Athletes' Game Status |

1. From the Injury Database, select Reports and Status (Game) or Status (Practice) from the pull-down menu.
2. Complete the Selection Criteria for the records to be included in the report.
3. Click the Print button to preview the report.

***Practive Status Report***
***SportsWare High School***
***Active Athletes***

**Full Go**

**Player, Sammy 909090** Full Go
better

**Limited**

**Bigtime, Mikey 0999999** Limited

| | | | | |
|---|---|---|---|---|
| 8/25/2010 | Ice hockey | Ankle | Sprain | Right |
| 8/25/2010 | Ice hockey | Ankle | Sprain | Right |
| 9/3/2010 | Ice hockey | | | |

**Johnson, Nancy 123-48** Limited

| | | | | |
|---|---|---|---|---|
| 7/28/2010 | Field hockey | Ankle | Contusion | Left |
| 7/29/2010 | Field hockey | Ankle | Contusion | Left |

Online123#

Figure 114 Reports: Injury: Status Practice

***Game Status Report***
***SportsWare High School***
***Active Athletes***

**Full go**

| | | | | |
|---|---|---|---|---|
| **Johnson, Nancy 123-48** | | Full go | | |
| 7/28/2010 | Field hockey | Ankle | Contusion | Left |
| 7/29/2010 | Field hockey | Ankle | Contusion | Left |
| Online123# | | | | |

**Limited**

| | | | | |
|---|---|---|---|---|
| **athlete, sample** | | Limited | | |
| 8/28/2010 | Football | Knee | Meniscus Tear | Right |
| 9/17/2010 | Softball | Shoulder | Dislocation | Right |
| 10/4/2010 | Football | Hip | Sprain | Left |
| 10/4/2010 | Football | | | |

Figure 115 Reports: Injury: Status Game

## Reports: Injury: Days Out

The Days Out report displays the athlete name, ID, injury date, injury, side and the number of days the athlete was out for the injury. SWOL calculates this date based on the **Return to Play** date. SWOL does not include injuries where the days out is blank or zero.

1. From the **Injury Database,** select **Reports** and **Days Out** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.

***Days Out Report***
***SportsWare High School***
***Active Athletes***

| NAME | ID | Date | INJURY | SIDE | OUT |
|---|---|---|---|---|---|
| athlete, sample | | 8/28/2010 | Knee Meniscus Tear | Right | |
| athlete, sample | | 9/17/2010 | Shoulder Dislocation | Right | |
| athlete, sample | | 10/4/2010 | Hip Sprain | Left | |
| athlete, sample | | 10/4/2010 | | | |
| athlete, sample | | 10/4/2010 | Foot Fracture | Left | 22 |
| Bigtime, Mikey | 0999999 | 8/25/2010 | Ankle Sprain | Right | |
| Bigtime, Mikey | 0999999 | 8/25/2010 | Ankle Sprain | Right | |
| Bigtime, Mikey | 0999999 | 9/3/2010 | | | |
| Gumpert, Evan | | 7/26/2010 | Knee Sprain | Right | |
| Johnson, Nancy | 123-48 | 7/28/2010 | Ankle Contusion | Left | |
| Johnson, Nancy | 123-48 | 7/29/2010 | Ankle Contusion | Left | |
| Player, Sammy | 909090 | 8/13/2010 | Foot Dislocation | Left | 41 |
| Potash, Robert | 1958 | 10/4/2009 | | Left | 2 |

Figure 116 Reports: Injury: Days Out

## Reports: Injury: Days Open

The Days Open report displays the athlete name, ID, injury date, injury, side and the number of days the injury was open. SWOL calculates this date based on the **Closed** date. SWOL does not include injuries where the days out is blank or zero.

1. From the **Injury Database,** select **Reports** and **Days Open** from the pull-down menu.

2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.

*Days Open Report*
*SportsWare High School*
*Active Athletes*

| NAME | ID | Date | INJURY | SIDE | OPEN |
|---|---|---|---|---|---|
| athlete, sample | | 8/28/2010 | Knee Meniscus Tear | Right | |
| athlete, sample | | 9/17/2010 | Shoulder Dislocation | Right | |
| athlete, sample | | 10/4/2010 | Hip Sprain | Left | |
| athlete, sample | | 10/4/2010 | | | |
| athlete, sample | | 10/4/2010 | Foot Fracture | Left | 31 |
| Bigtime, Mikey | 0999999 | 8/25/2010 | Ankle Sprain | Right | |
| Bigtime, Mikey | 0999999 | 8/25/2010 | Ankle Sprain | Right | |
| Bigtime, Mikey | 0999999 | 9/3/2010 | | | |

Figure 117 Reports: Injury: Days Open

## Reports: Injury: Statistics

The Injury Statistics report displays a listing of the Injury type from most to least frequently occurring along with the Count of each and their percent of the total number of injuries. Injuries 1, 2 and 3 the injury records are counted in the report.

| Report | Data |
|---|---|
| **Statistics** | List of the Injury type from most to least frequently occurring along with the Count of each and their percent of the total number of injuries. |
| **Grouped** | List the Body Part-Injury type combinations, along with the Count of each combination and their percent of the Body Part as well as a percent of the total number of injuries. |
| **Graph** | Display a pie chart of the top 10 most frequent Body Part-Injury combinations. The percent of the total for each injury type is displayed in the legend. A table at the bottom of the report displays a listing of the Body Part-Injury combinations from most to least frequently occurring along with the Count of each combination and their percent of the total number of injuries. |

1. From the Injury Database, select Reports and Injury, Statistics, Statistics (Grouped) or Statistics Graph from the scroll-down menu.
2. Complete the Selection Criteria for the records to be included in the report.
3. Click the Print button to preview the report.

***Injury Statistics Report***
***SportsWare High School***
***Active Athletes***

| Injury | Count | Percent |
|---|---|---|
| Contusion | 8 | 27.59% |
| Sprain | 6 | 20.69% |
| Dislocation | 3 | 10.34% |
| Bursitis | 2 | 6.90% |
| Concussion | 2 | 6.90% |
| Fracture | 2 | 6.90% |
| Strain | 2 | 6.90% |
| Amenorrhea | 1 | 3.45% |
| Heat Exhaustion | 1 | 3.45% |
| Laceration | 1 | 3.45% |
| Meniscus Tear | 1 | 3.45% |
| **Grand Total** | **29** | |

Figure 118 Reports: Injury: Statistics

***Injury Statistics Report***
***SportsWare High School***
***Active Athletes***

| Body Part<br>Injury | Count | Percent (Injury) | Percent (Body Part) | Percent (Total) |
|---|---|---|---|---|
| | **1** | | | **3.45%** |
| **Contusion** | **1** | | **3.45%** | **3.45%** |
| **Ankle** | **10** | | | **34.48%** |
| **Contusion** | **6** | | **20.69%** | **20.69%** |
| **Sprain** | **2** | | **6.90%** | **6.90%** |
| Calcaneofibular | 1 | 3.45% | 3.45% | 3.45% |
| Deltoid Ligament | 1 | 3.45% | 3.45% | 3.45% |
| **Strain** | **2** | | **6.90%** | **6.90%** |
| Ex. Digitorum Longus | 1 | 3.45% | 3.45% | 3.45% |
| Plantar Flexors | 1 | 3.45% | 3.45% | 3.45% |

Figure 119 Reports: Injury: Statistics (Grouped)

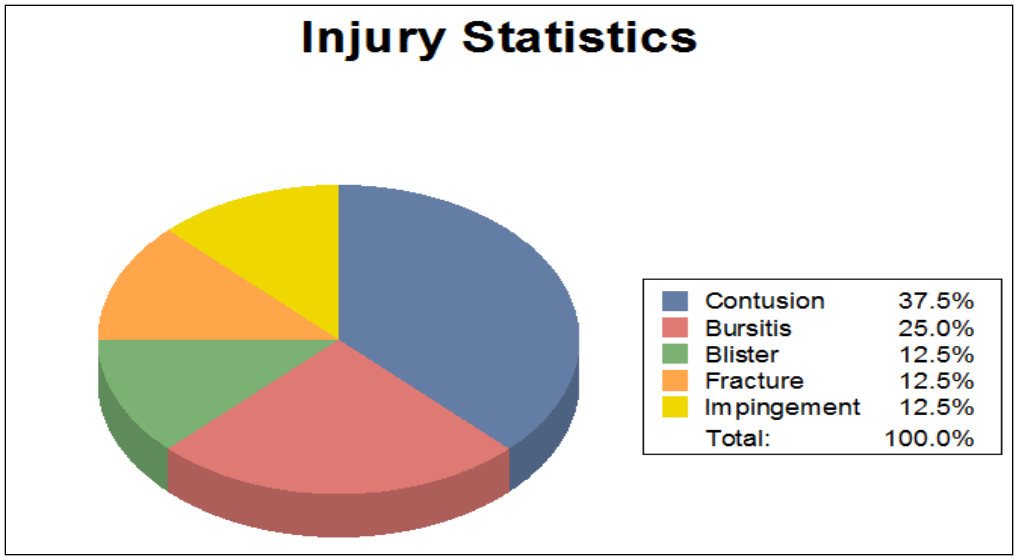



Figure 120 Reports: Injury: Statistics (Graph)

## Reports: Injury: Treatments per Injury

The Injury and Treatment Rate report displays the count of each injury type, the number of treatments for each injury type and the average number of treatments per injury type.

1. From the **Injury Database**, select **Reports** and **Treat/Injury** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.

***Injury and Treatment Rates Report***
***SportsWare High School***
***Active Athletes***

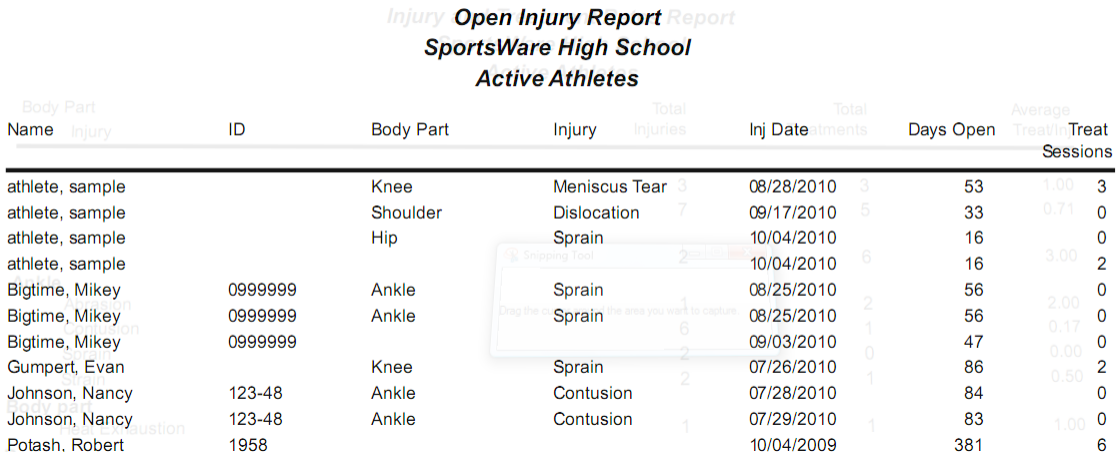
| Body Part / Injury | Total Injuries | Total Treatments | Average Treat/Inj |
|---|---|---|---|
| | 3 | 3 | 1.00 |
| | 7 | 5 | 0.71 |
| | 2 | 6 | 3.00 |
| **Ankle** | | | |
| Abrasion | 1 | 2 | 2.00 |
| Contusion | 6 | 1 | 0.17 |
| Sprain | 2 | 0 | 0.00 |
| Strain | 2 | 1 | 0.50 |
| **Body part** | | | |
| Heat Exhaustion | 1 | 1 | 1.00 |
| **Brain** | | | |
| Concussion | 2 | 1 | 0.50 |
| **Ear** | | | |
| Laceration | 1 | 1 | 1.00 |

Figure 121 Reports: Injury: Treatments per Injury

## Reports: Injury: Open Injuries

The Open Injuries report displays a list of all open injuries along with the number of days open and the number of treatment sessions for each open injury.

1. From the **Injury Database**, select **Reports** and **Open Injuries** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



***Open Injury Report***
***SportsWare High School***
***Active Athletes***

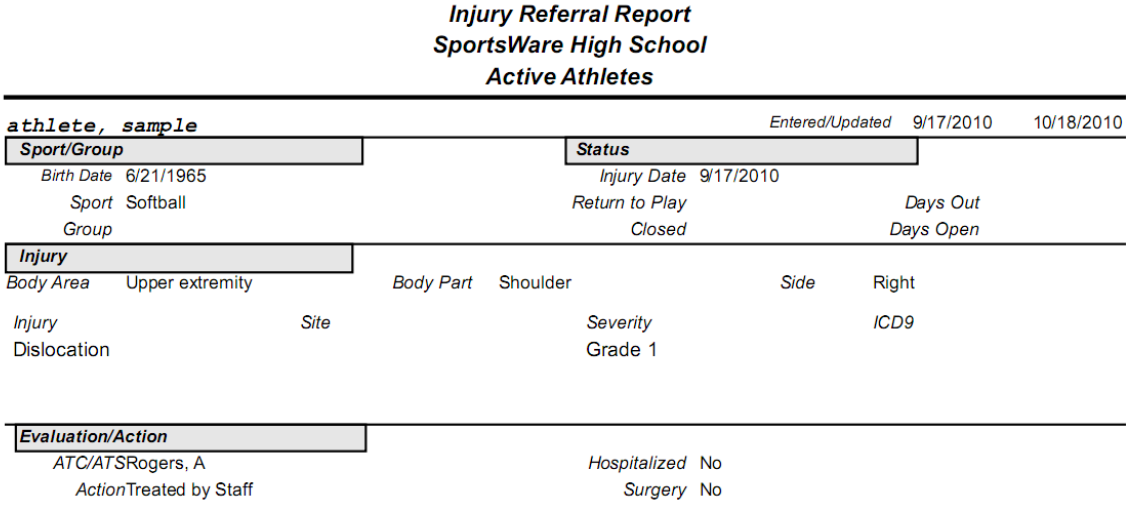
| Name | ID | Body Part | Injury | Inj Date | Days Open | Treat Sessions |
|---|---|---|---|---|---|---|
| athlete, sample | | Knee | Meniscus Tear | 08/28/2010 | 53 | 3 |
| athlete, sample | | Shoulder | Dislocation | 09/17/2010 | 33 | 0 |
| athlete, sample | | Hip | Sprain | 10/04/2010 | 16 | 0 |
| athlete, sample | | | | 10/04/2010 | 16 | 2 |
| Bigtime, Mikey | 0999999 | Ankle | Sprain | 08/25/2010 | 56 | 0 |
| Bigtime, Mikey | 0999999 | Ankle | Sprain | 08/25/2010 | 56 | 0 |
| Bigtime, Mikey | 0999999 | | | 09/03/2010 | 47 | 0 |
| Gumpert, Evan | | Knee | Sprain | 07/26/2010 | 86 | 2 |
| Johnson, Nancy | 123-48 | Ankle | Contusion | 07/28/2010 | 84 | 0 |
| Johnson, Nancy | 123-48 | Ankle | Contusion | 07/29/2010 | 83 | 0 |
| Potash, Robert | 1958 | | | 10/04/2009 | 381 | 6 |

Figure 122 Reports: Injury: Open Injuries

## Reports: Injury: Referral Report

The Injury Referral Report prints a referral form containing the Injury Information, Athlete Insurance Information, and a space for the physician to write-in his findings.

1. From the **Injury Database,** select **Reports** and **Referral Form** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



***Injury Referral Report***
***SportsWare High School***
***Active Athletes***

***athlete, sample*** *Entered/Updated* 9/17/2010 10/18/2010

***Sport/Group***
*Birth Date* 6/21/1965
*Sport* Softball
*Group*

***Status***
*Injury Date* 9/17/2010
*Return to Play*
*Closed*
*Days Out*
*Days Open*

***Injury***
*Body Area* Upper extremity *Body Part* Shoulder *Side* Right

| *Injury* | *Site* | *Severity* | *ICD9* |
|---|---|---|---|
| Dislocation | | Grade 1 | |

***Evaluation/Action***
*ATC/ATS* Rogers, A
*Action* Treated by Staff
*Hospitalized* No
*Surgery* No

Figure 123 Reports: Injury: Referral Report

## Reports: Injury: Injury Counts

The Injury Counts reports allow you to keep track of total numbers of injuries for a given time period for a given date range

| Report | Data |
|---|---|
| **Count Per Day** | Displays number of injuries per day for a given date range. |
| **Count Per Week** | Displays number of injuries per week for a given date range. |
| **Count Per Month** | Displays number of injuries per month for a given date range. |

1. From the **Injury Database,** select **Reports** and **Count Per Day, Count Per Week, or Count Per Month** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.

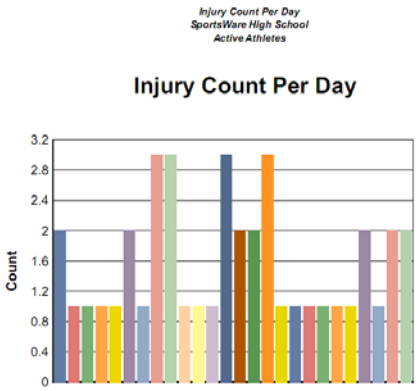



Figure 124 Reports: Injury: Injury Counts (Day)

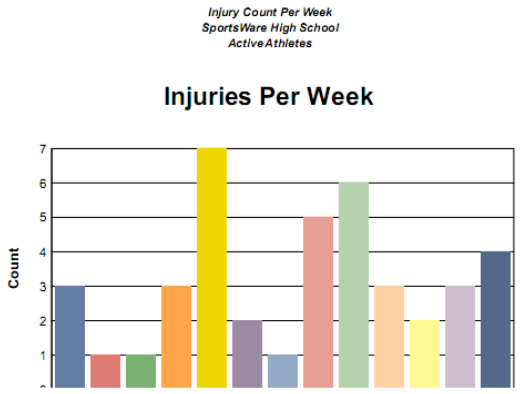



Figure 125 Reports: Injury: Injury Counts (Week)

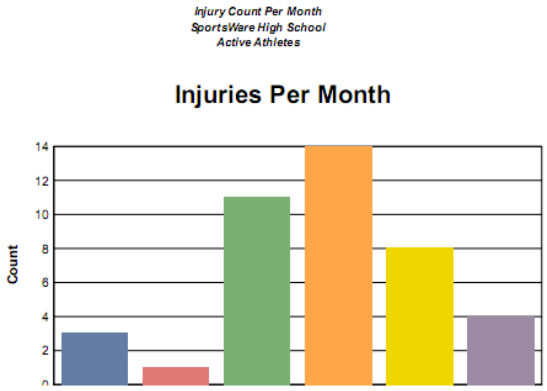
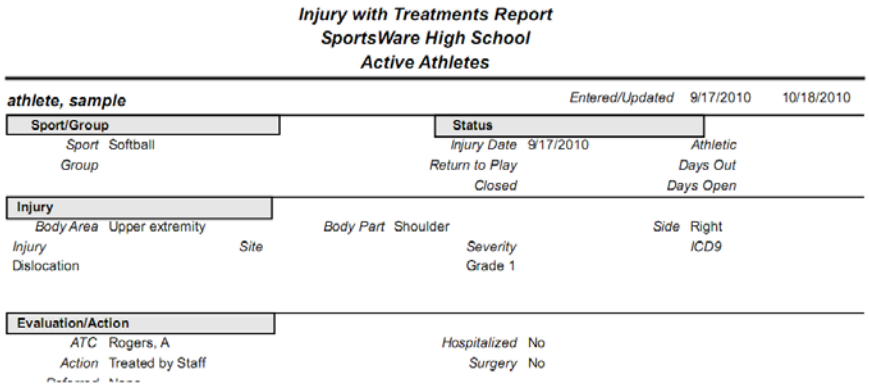



Figure 126 Reports: Injury: Injury Counts (Month)

## Reports: Injury: Injury with Treatments

The Injury with Treatments Report allows you to see all injuries and their accompanying treatments in one place.

1. From the Injury Database, select Reports and Injuries with Treatments from the pull-down menu.
2. Complete the Selection Criteria for the records to be included in the report.
3. Click the Print button to preview the report.



*Injury with Treatments Report*
*SportsWare High School*
*Active Athletes*

***athlete, sample*** *Entered/Updated* 9/17/2010 10/18/2010

**Sport/Group**
*Sport* Softball
*Group*

**Status**
*Injury Date* 9/17/2010 *Athletic*
*Return to Play* *Days Out*
*Closed* *Days Open*

**Injury**
*Body Area* Upper extremity *Body Part* Shoulder *Side* Right
*Injury* *Site* *Severity* *ICD9*
Dislocation Grade 1

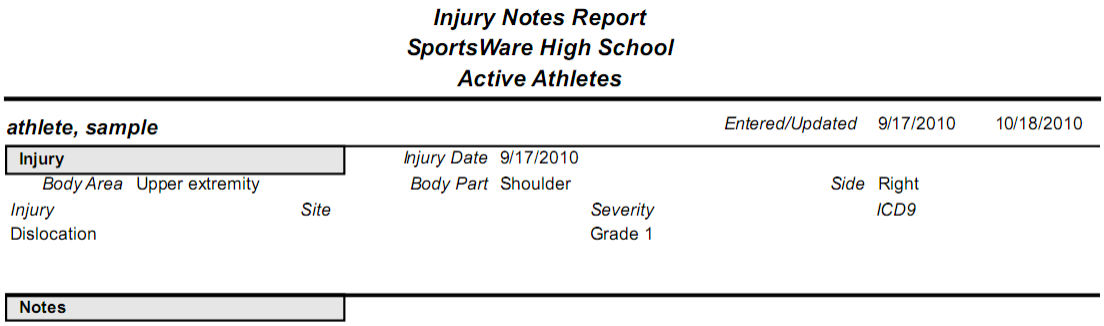
**Evaluation/Action**
*ATC* Rogers, A *Hospitalized* No
*Action* Treated by Staff *Surgery* No

Figure 127 Reports: Injury: Injury with Treatments

## Reports: Injury: Notes

The Notes report displays the Athlete Name, Basic Injury Information and Notes.

1. From the **Injury Database,** select **Reports** and **Notes** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



*Injury Notes Report*
*SportsWare High School*
*Active Athletes*

***athlete, sample*** *Entered/Updated* 9/17/2010 10/18/2010

**Injury**
*Injury Date* 9/17/2010
*Body Area* Upper extremity *Body Part* Shoulder *Side* Right
*Injury* *Site* *Severity* *ICD9*
Dislocation Grade 1

**Notes**

Figure 128 Reports: Injury: Notes

# Reports: Treatment

## Reports: Treatment: Daily Log

The Treatment Daily Log displays the athlete name, injury, and treatments for a given date range. It is typically used at the end of the day to print a list of all the treatments provided by the training room for a given day.

| Report | Data |
|---|---|
| **Daily Log** | List the treatments for a given time range. |
| **Daily Log (Details)** | List the treatments and details of the Modality, CPT-Code and Comments for a given time range. |

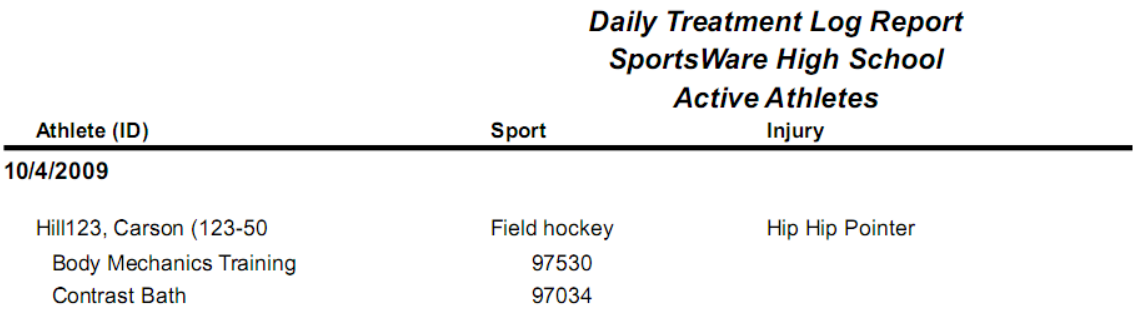
1. From the **Treatment Database**, select **Reports** and **Daily Log** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.

*Daily Treatment Log Report*
*SportsWare High School*
*Active Athletes*

| Athlete | Sport | Injury | TREATMENT |
|---|---|---|---|
| **10/4/2009** | | | |
| Hill123, Carson | Field hockey | Hip Hip Pointer | Contrast Bath,Body Mechanics Training,Phonophoresis, |
| Potash, Robert | Football | | Cold Packs/Ice Massage, |
| **10/5/2009** | | | |
| Potash, Robert | Football | | Cold Packs/Ice Massage |
| **7/23/2010** | | | |
| Potash, Robert | Football | Body part Heat Exhaustion | |
| **7/26/2010** | | | |
| Gumpert, Evan | Football | Knee Sprain | Electrical Stimulation,Cold Packs/Ice Massage,Supervised Exercise, |
| **7/27/2010** | | | |

Figure 129 Reports: Treatment: Daily Log

***Note:*** *The **Report, Treatment, Daily Log (Details)** report includes a detailed listing of the Modality, CPT-Code, and Comments.*



*Daily Treatment Log Report*
*SportsWare High School*
*Active Athletes*

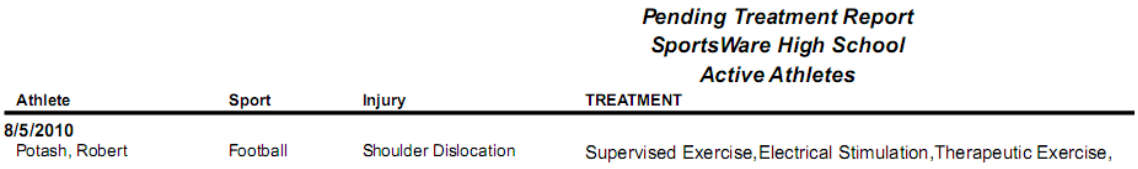
| Athlete (ID) | Sport | Injury |
|---|---|---|
| **10/4/2009** | | |
| Hill123, Carson (123-50 | Field hockey | Hip Hip Pointer |
| Body Mechanics Training | 97530 | |
| Contrast Bath | 97034 | |

Figure 130 Reports: Treatment: Daily Log (Details)

## Reports: Treatment: Pending

SWOL allows you to mark treatments as Pending. This is typically used to schedule future treatments. The Pending Treatment Report lists the athlete name, injury, and scheduled treatments for a given date range.

1. From the **Treatment Database**, select **Reports** and **Pending** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



*Pending Treatment Report*
*SportsWare High School*
*Active Athletes*

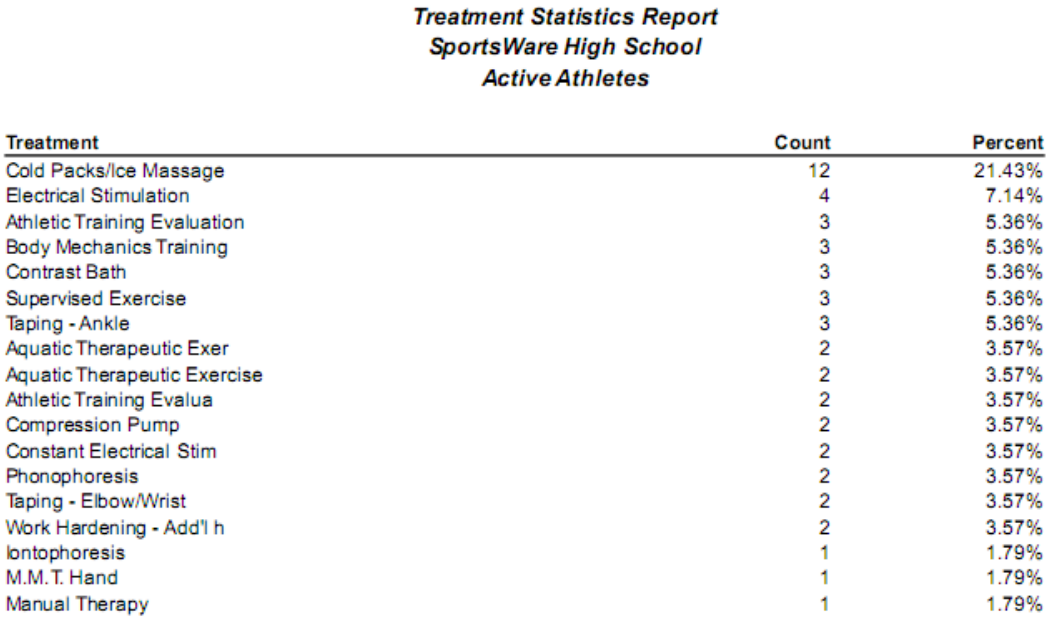
| Athlete | Sport | Injury | TREATMENT |
|---|---|---|---|
| **8/5/2010** | | | |
| Potash, Robert | Football | Shoulder Dislocation | Supervised Exercise,Electrical Stimulation,Therapeutic Exercise, |

Figure 131 Reports: Treatment: Pending

## Reports: Treatment: Statistics

The Treatment Statistics report displays a listing of the Modalities from most to least frequently used along with the Usage count and Percent of the total number of modalities usages.

1. From the **Treatment Database**, select **Reports** and **Statistics** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



*Treatment Statistics Report*
*SportsWare High School*
*Active Athletes*

| Treatment | Count | Percent |
|---|---|---|
| Cold Packs/Ice Massage | 12 | 21.43% |
| Electrical Stimulation | 4 | 7.14% |
| Athletic Training Evaluation | 3 | 5.36% |
| Body Mechanics Training | 3 | 5.36% |
| Contrast Bath | 3 | 5.36% |
| Supervised Exercise | 3 | 5.36% |
| Taping - Ankle | 3 | 5.36% |
| Aquatic Therapeutic Exer | 2 | 3.57% |
| Aquatic Therapeutic Exercise | 2 | 3.57% |
| Athletic Training Evalua | 2 | 3.57% |
| Compression Pump | 2 | 3.57% |
| Constant Electrical Stim | 2 | 3.57% |
| Phonophoresis | 2 | 3.57% |
| Taping - Elbow/Wrist | 2 | 3.57% |
| Work Hardening - Add'l h | 2 | 3.57% |
| Iontophoresis | 1 | 1.79% |
| M.M.T. Hand | 1 | 1.79% |
| Manual Therapy | 1 | 1.79% |

Figure 132 Reports: Treatment: Statistics

## Reports: Treatment: Statistics Graph

The Treatment Statistics Graph report displays a pie chart of the top 10 most frequently used modalities. The percent of the total usage for each modality is displayed in the legend.

A table at the bottom of the report displays a listing of the Modality from most to least frequently used along with the Usage count and their percent of the total number of usages for all modalities.

1. From the **Treatment Database**, select **Reports** and **Statistics Graph** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.

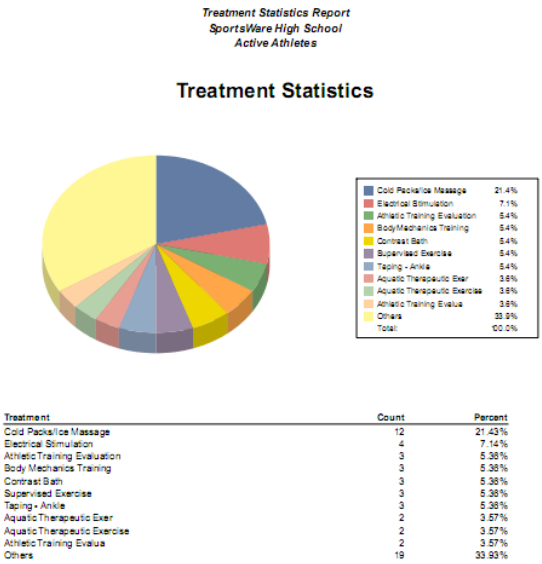



Figure 133 Reports: Treatment: Statistics Graph

## Reports: Treatment: Treatments Per Hour

The Treatments Per Hour report displays a bar chart of the number of sessions per hour.

1. From the Treatment Database, select Reports and Treatments/Hour from the pull-down menu.
2. Complete the Selection Criteria for the records to be included in the report.
3. Click the Print button to preview the report.

*Treatments Per Hour Report*
*SportsWare High School*
*ActiveAthletes*

## Treatment Sessions Per Hour

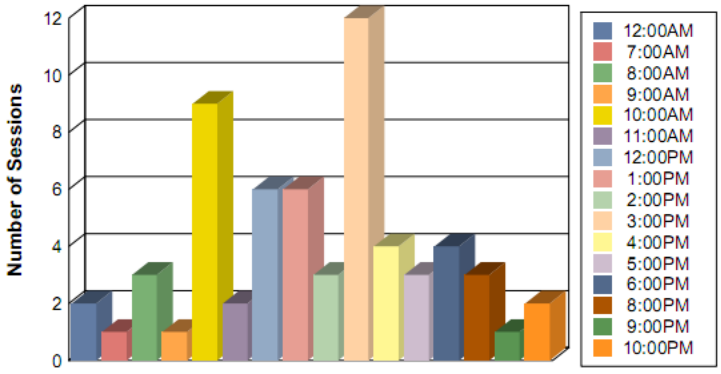



Figure 134 Reports: Treatment: Treatments Per Hour

## Reports: Treatment: CPT Billing

The Treatments CPT Billing Report displays the CPT codes, Modality, Usage count, and Total Amount Billed sorted from highest to lowest billing amount.

1. From the **Treatment Database**, select **Reports** and **CPT Billing** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.

*CPT Billing By Trainer Report*
*SportsWare High School*
*ActiveAthletes*

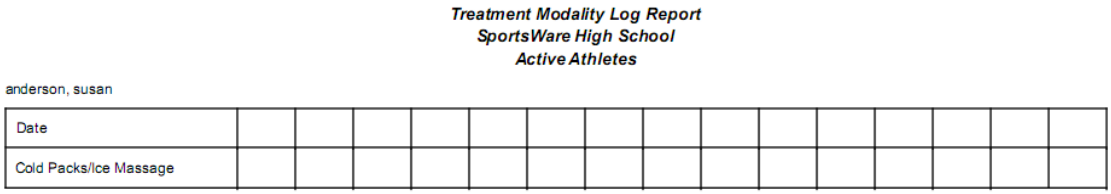
| ATC | Code | Mod | Treatment | Count | Cost | Pct Total |
|---|---|---|---|---|---|---|
| | 97010 | | Cold Packs/Ice Massage | 8 | $160.00 | 32.00% |
| | 97005 | | Athletic Training Evaluation | 5 | $100.00 | 20.00% |
| | 97545 | | Work Hardening - Add'l h | 2 | $100.00 | 20.00% |
| | 97113 | | Aquatic Therapeutic Exer | 4 | $60.00 | 12.00% |
| | 97139 | 29540 | Taping - Ankle | 3 | $30.00 | 6.00% |
| | 97530 | | Body Mechanics Training | 2 | $30.00 | 6.00% |
| | 97139 | 29260 | Taping - Elbow/Wrist | 2 | $20.00 | 4.00% |
| | 97032 | | Constant Electrical Stim | 1 | $0.00 | 0.00% |
| | 97033 | | Iontophoresis | 1 | $0.00 | 0.00% |
| | 97034 | | Contrast Bath | 2 | $0.00 | 0.00% |
| | 97035 | | Phonophoresis | 1 | $0.00 | 0.00% |
| | 97112 | | Neuromuscular Re-Education | 1 | $0.00 | 0.00% |
| | | | | **32** | **500.00** | |
| **Fitzpatrick** | | | | | | |
| | 97032 | | Electrical Stimulation | 1 | $0.00 | 0.00% |
| | | | | **1** | **0.00** | |

Figure 135 Reports: Treatment: CPT Billing

## Reports: Treatment: Modality Log

The Modality Log displays modalities and dates in a spreadsheet-type report for athletes to record their exercise sessions.

1. From the **Treatment Database**, select **Reports** and **Modality Log** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



*Treatment Modality Log Report*
*SportsWare High School*
*Active Athletes*

anderson, susan

| Date | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Cold Packs/Ice Massage | | | | | | | | | | | | | | | |

Figure 136 Reports: Treatment: Modality Log

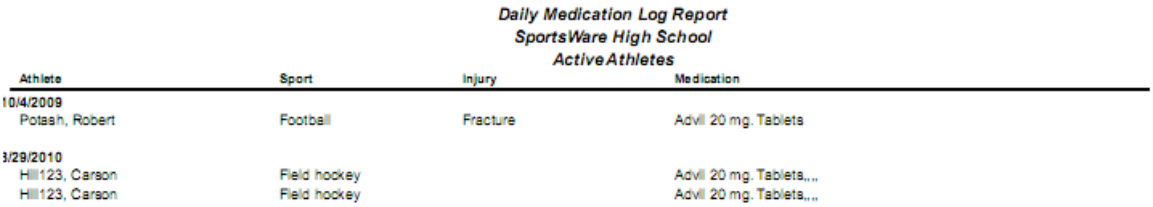
# Reports: Medication

## Reports: Medication: Daily Log

The Medication Daily Log displays the athlete Name, Sport, Injury, and Medication for a given date range. It is typically used at the end of the day to print a list of all the medications provided by the training room for a given day.

| Report | Data |
|---|---|
| **Daily Log** | List the medications for a given time range. |
| **Daily Log (Details)** | List the Injury and Medication details, including the Count, Medication and Prescription for a given time range. |

1. From the Medication Database, select Reports and Daily Log or Daily Log (Details) from the pull-down menu.
2. Complete the Selection Criteria for the records to be included in the report.
3. Click the Print button to preview the report.



*Daily Medication Log Report*
*SportsWare High School*
*Active Athletes*

| Athlete | Sport | Injury | Medication |
|---|---|---|---|
| 10/4/2009 | | | |
| Potash, Robert | Football | Fracture | Advil 20 mg. Tablets |
| 3/29/2010 | | | |
| Hill123, Carson | Field hockey | | Advil 20 mg. Tablets,,, |
| Hill123, Carson | Field hockey | | Advil 20 mg. Tablets,,, |

Figure 137 Reports: Medication: Daily Log

## Reports: Medication: Statistics

The Medication Statistics report displays the Medication Usage sorted by frequency of use.

| Report | Data |
|---|---|
| **Statistics** | List of the Medications most to least frequently prescribed (by count) along with the Count and the Percent of the Total Count. |
| **Statistics Graph** | Display a pie chart of the top 10 most frequently prescribed Medications (by Count). The percent of the total for each Medication is displayed in the legend. A table at the bottom of the report displays a listing of the Medication from most to least frequently used along with the Count and their percent of Total. |

1. From the Medication Database, select Reports and Statistics or Statistics Graph from the pull-down menu.
2. Complete the Selection Criteria for the records to be included in the report.
3. Click the Print button to preview the report.

***Medication Statistics Report***
***SportsWare High School***
***Active Athletes***

| Medication | Count | Percent |
|---|---|---|
| Advil 20 mg. Tablets | 3 | 100.00% |
| **Grand Total** | **3** | |

Figure 138 Reports: Medication: Statistics

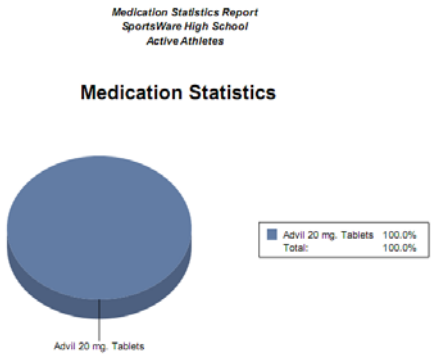


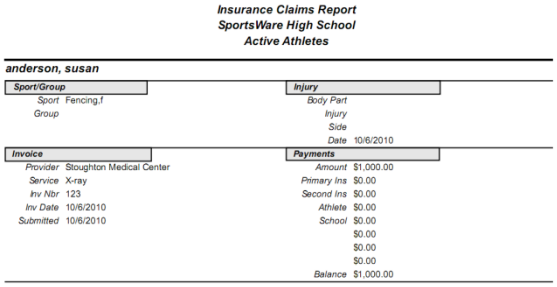

Figure 139 Reports: Medication: Statistics (Graph)

# Reports: Insurance

## Reports: Insurance: Claims per Athlete

The Insurance Claims per Athlete report lists the athlete, injury, provider, service, invoice, and payments for each insurance claim filed for the athlete.

1. From the Athlete Database, select the Athlete you want to print the report for.
2. Click **Reports** and **Claims Per Athlete** from the pull-down menu.
3. Complete the **Selection Criteria** for the records to be included in the report.
4. Click the Print button to preview the report.



*Insurance Claims Report*
*SportsWare High School*
*Active Athletes*

**anderson, susan**

| Sport/Group | | Injury | |
|---|---|---|---|
| Sport | Fencing,f | Body Part | |
| Group | | Injury | |
| | | Side | |
| | | Date | 10/6/2010 |

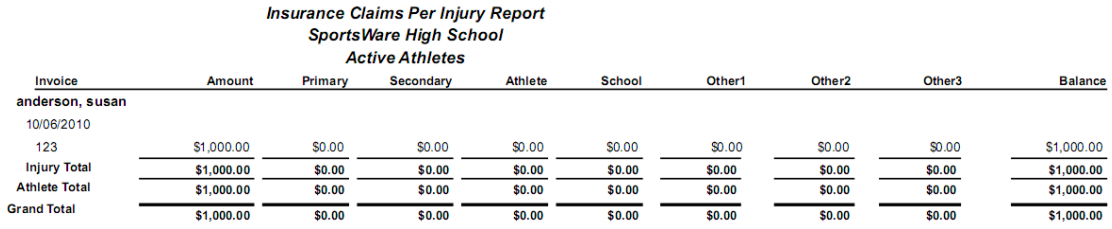
| Invoice | | Payments | |
|---|---|---|---|
| Provider | Stoughton Medical Center | Amount | $1,000.00 |
| Service | X-ray | Primary Ins | $0.00 |
| Inv Nbr | 123 | Second Ins | $0.00 |
| Inv Date | 10/6/2010 | Athlete | $0.00 |
| Submitted | 10/6/2010 | School | $0.00 |
| | | | $0.00 |
| | | | $0.00 |
| | | | $0.00 |
| | | Balance | $1,000.00 |

Figure 140 Reports: Insurance: Claims per Athlete

## Reports: Insurance: Claims per Injury

The Insurance Claims per Injury report lists the Athlete, Injury, Provider, Service, Invoice, and Payments for each insurance claim grouped by Athlete and by Injury.

1. From the **Insurance Database,** select **Reports** and **Claims/Injury** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



*Insurance Claims Per Injury Report*
*SportsWare High School*
*Active Athletes*

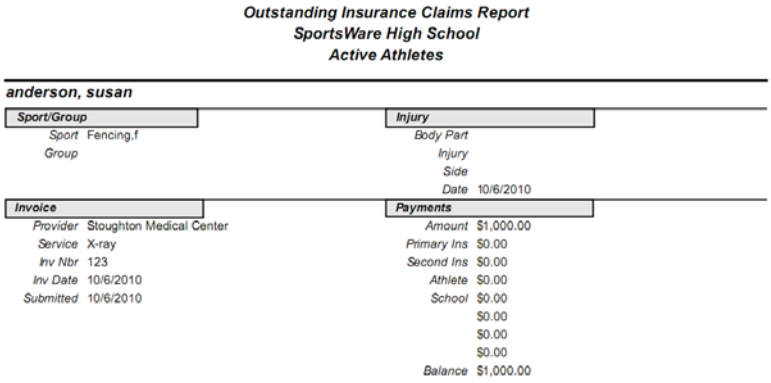
| Invoice | Amount | Primary | Secondary | Athlete | School | Other1 | Other2 | Other3 | Balance |
|---|---|---|---|---|---|---|---|---|---|
| **anderson, susan** | | | | | | | | | |
| 10/06/2010 | | | | | | | | | |
| 123 | $1,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,000.00 |
| **Injury Total** | **$1,000.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$1,000.00** |
| **Athlete Total** | **$1,000.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$1,000.00** |
| **Grand Total** | **$1,000.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$1,000.00** |

Figure 141 Reports: Insurance: Claims per Injury

## Reports: Insurance: Outstanding Insurance Claims

The Outstanding Insurance Claims report lists the Athlete, Injury, Provider, Service, Invoice, and Payments for each insurance claims where the outstanding balance is greater than 0.

1. From the **Insurance Database,** select **Reports** and **Outstanding** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



*Outstanding Insurance Claims Report*
*SportsWare High School*
*Active Athletes*

**anderson, susan**

| Sport/Group | | Injury | |
|---|---|---|---|
| Sport | Fencing,f | Body Part | |
| Group | | Injury | |
| | | Side | |
| | | Date | 10/6/2010 |

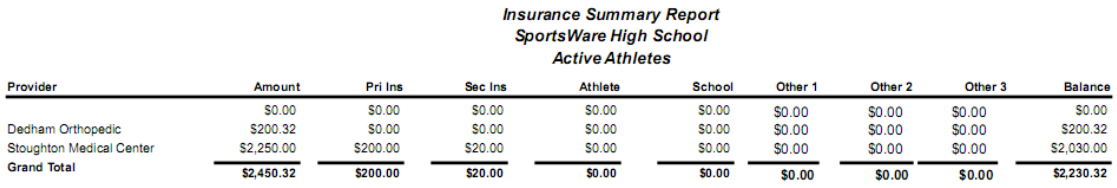
| Invoice | | Payments | |
|---|---|---|---|
| Provider | Stoughton Medical Center | Amount | $1,000.00 |
| Service | X-ray | Primary Ins | $0.00 |
| Inv Nbr | 123 | Second Ins | $0.00 |
| Inv Date | 10/6/2010 | Athlete | $0.00 |
| Submitted | 10/6/2010 | School | $0.00 |
| | | | $0.00 |
| | | | $0.00 |
| | | | $0.00 |
| | | Balance | $1,000.00 |

Figure 142 Reports: Insurance: Outstanding Insurance Claims

## Reports: Insurance: Totals

The Insurance Totals report lists the Provider, Invoice Amount, Outstanding Balance, and Amounts paid by the Primary Insurance Company, Secondary Insurance Company, School, Athlete, and Other sources. The total payments for each group are listed at the end of the report.

1. From the **Insurance Database,** select **Reports** and **Totals** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



*Insurance Summary Report*
*SportsWare High School*
*Active Athletes*

| Provider | Amount | Pri Ins | Sec Ins | Athlete | School | Other 1 | Other 2 | Other 3 | Balance |
|---|---|---|---|---|---|---|---|---|---|
| | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Dedham Orthopedic | $200.32 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $200.32 |
| Stoughton Medical Center | $2,250.00 | $200.00 | $20.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $2,030.00 |
| **Grand Total** | **$2,450.32** | **$200.00** | **$20.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$2,230.32** |

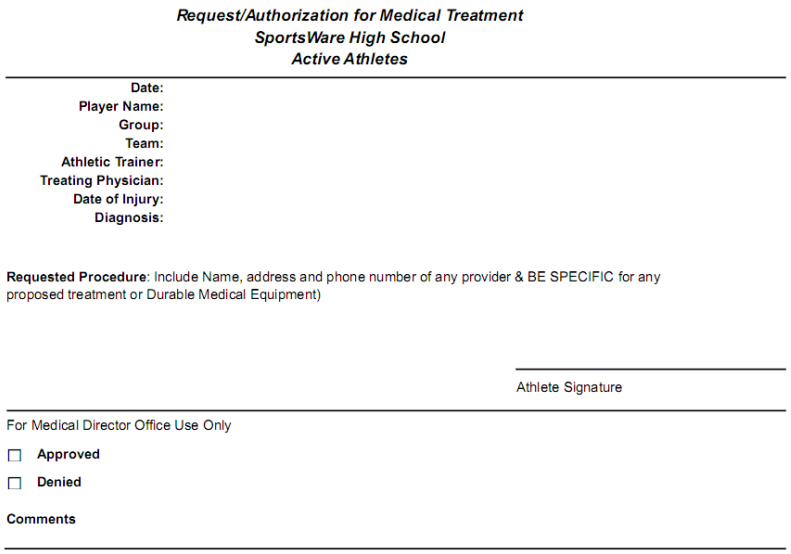
Figure 143 Reports: Insurance: Totals

# Reports: Referral

## Reports: Referral: Pre-Authorization

The Referral Pre-Authorization report prints a pre-authorization form showing the Athlete, Injury, Request for Treatment and an area for the medical director to approve or deny the request.

1. Click the **Referral** button to move to the Referral Database.
2. Select the Referral you want to print the report for.
3. Click **Reports** and **Pre-Authorization** from the pull-down menu.
4. Click the Print button to preview the report.



***Request/Authorization for Medical Treatment***
***SportsWare High School***
***Active Athletes***

**Date:**
**Player Name:**
**Group:**
**Team:**
**Athletic Trainer:**
**Treating Physician:**
**Date of Injury:**
**Diagnosis:**

**Requested Procedure**: Include Name, address and phone number of any provider & BE SPECIFIC for any proposed treatment or Durable Medical Equipment)

Athlete Signature

For Medical Director Office Use Only

☐ **Approved**

☐ **Denied**

**Comments**

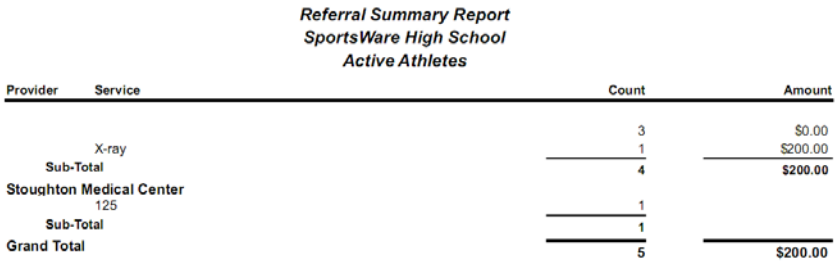
Figure 144 Reports: Referral: Pre-Authorization

## Reports: Referral: Summary, Summary by Doctor

The Referral Summary report displays the referrals along with totals of the dollar amounts.

| Report | Data |
|---|---|
| **Summary** | List the referrals along with totals of the dollar amounts. |
| **Summary by Doctor** | List the referrals along with totals of the dollar amounts grouped by Doctor. |

1. From the Referral Database, select Reports and Summary or Summary by Doctor from the pull-down menu.
2. Complete the Selection Criteria for the records to be included in the report.
3. Click the Print button to preview the report.



*Referral Summary Report*
*SportsWare High School*
*Active Athletes*

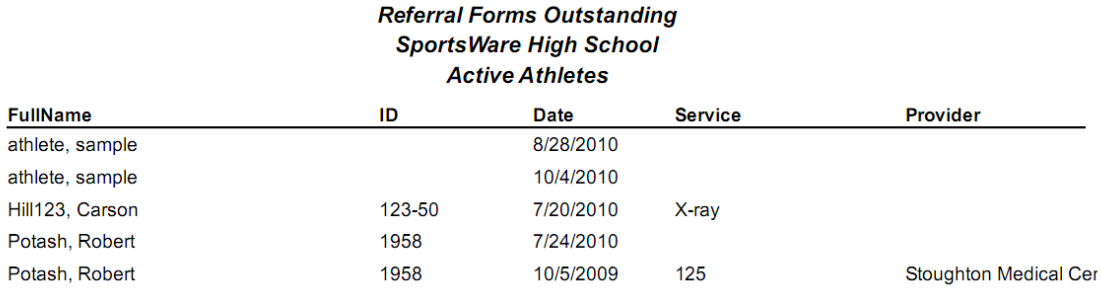
| Provider | Service | Count | Amount |
|---|---|---|---|
| | | 3 | $0.00 |
| | X-ray | 1 | $200.00 |
| | **Sub-Total** | **4** | **$200.00** |
| **Stoughton Medical Center** | | | |
| | 125 | 1 | |
| | **Sub-Total** | **1** | |
| **Grand Total** | | **5** | **$200.00** |

Figure 145 Reports: Referral: Summary

## Reports: Referral: Referral Forms Outstanding

The Referral Forms Outstanding report displays a list of referrals where the "Form Returned" checkbox is not checked.

1. From the **Referral Database**, select **Reports** and **Forms Outstanding** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



*Referral Forms Outstanding*
*SportsWare High School*
*Active Athletes*

| FullName | ID | Date | Service | Provider |
|---|---|---|---|---|
| athlete, sample | | 8/28/2010 | | |
| athlete, sample | | 10/4/2010 | | |
| Hill123, Carson | 123-50 | 7/20/2010 | X-ray | |
| Potash, Robert | 1958 | 7/24/2010 | | |
| Potash, Robert | 1958 | 10/5/2009 | 125 | Stoughton Medical Cer |

Figure 146 Reports: Referral: Referral Forms Outstanding

# Reports: Surgery

## Reports: Surgery: Statistics

The Surgery Statistics report displays a listing of the Procedures from most to least frequently performed along with the Count and Percent of the total number of procedures.

| Report | Data |
|---|---|
| **Statistics** | List of the Procedures from most to least frequently performed along with the Count and Percent of the total number of procedures. |
| **Statistics Graph** | Display a pie chart of the top 10 most frequently performed procedures. The percent of the total for each procedure is displayed in the legend. A table at the bottom of the report displays a listing of the Procedures from most to least frequently performed along with the Count and their percent of the total number of procedures performed. |

1. From the Surgery Database, select Reports and Statistics or Statistics Graph from the pull-down menu.
2. Complete the Selection Criteria for the records to be included in the report.
3. Click the Print button to preview the report.

***Surgery Statistics Report***
***SportsWare High School***
***Active Athletes***

| SurgicalProcedure | Count | Percent |
|---|---|---|
| Ankle- Arthroscopy- Removal of Loose Body(ies) | 1 | 20.00% |
| Closed reduction and casting | 1 | 20.00% |
| Elbow- Arthroscopy | 1 | 20.00% |
| Knee- Anterior Cruciate Graft- Bone Patella Bone | 1 | 20.00% |
| Knee- Arthroscopy | 1 | 20.00% |
| **Grand Total** | **5** | |

Figure 147 Reports: Surgery: Statistics

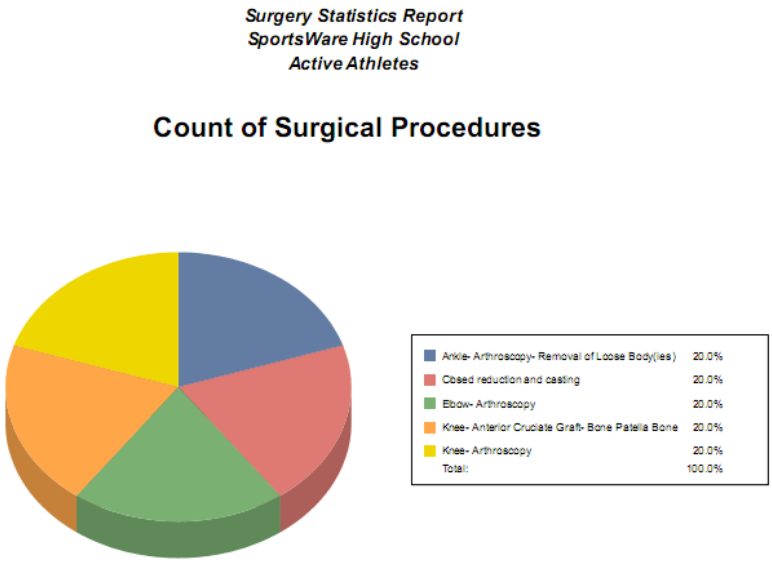

Surgery Statistics Report
SportsWare High School
Active Athletes
Count of Surgical Procedures
Ankle- Arthroscopy- Removal of Loose Body(ies) 20.0%
Closed reduction and casting 20.0%
Elbow- Arthroscopy 20.0%
Knee- Anterior Cruciate Graft- Bone Patella Bone 20.0%
Knee- Arthroscopy 20.0%
Total: 100.0%

Figure 148 Reports: Surgery: Statistics (Graph)

## Reports: Surgery: CPT Billing

The Surgery CPT Billing Report displays the CPT codes, Procedure, Count, and Total Amount Billed sorted from highest to lowest billing amount.

1. From the **Surgery Database**, select **Reports** and **CPT Billing** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.

*CPT Billing Report*
*SportsWare High School*
*Active Athletes*

| Code | Mod | Procedure | Cost | Pct Total |
|---|---|---|---|---|
| | | Knee- Arthroscopy | $500.00 | 100.00% |
| **Total** | | | **$500.00** | |

Figure 149 Reports: Surgery: CPT Billing

# Reports: Sign-Out

## Reports: Sign-Out: Outstanding

The Sign-Out Outstanding report shows all equipment currently on loan to athletes.

1. From the **Sign-out Database**, select **Reports** and **Outstanding** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.

*Outstanding Sign-Out Items Report*
*SportsWare High School*
*Active Athletes*

| Item | Sign Out Date | Sport | Injury | Cost |
|---|---|---|---|---|
| **anderson, susan** | | | | |
| Crutch | 10/6/2010 | Fencing,f | | $50.00 |
| Sub-Total | | | | $50.00 |
| **Hill123, Carson 123-50** | | | | |
| Elbow Pad | 7/29/2010 | Field hockey | Hip | $40.00 |
| | 9/3/2010 | Field hockey | Ankle | $0.00 |
| Sub-Total | | | | $40.00 |
| **Potash, Robert 1958** | | | | |
| Tape | 7/21/2010 | Football | | $2.50 |
| Crutch | 9/1/2010 | Football | Knee | $50.00 |
| Sub-Total | | | | $52.50 |
| **Tester, Joe 556765** | | | | |
| Crutch | 9/16/2010 | Football | Elbow | $50.00 |
| Sub-Total | | | | $50.00 |
| **Thomas, anderson** | | | | |
| Crutch | 10/6/2010 | Ice hockey | Ankle | $50.00 |
| Sub-Total | | | | $50.00 |
| **Grand Total** | | | | **$242.50** |

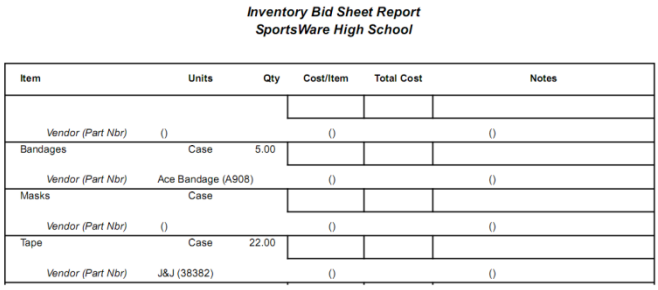
Figure 150 Reports: Sign-Out: Outstanding

# Reports: Inventory

## Reports: Inventory: Bid List

The Inventory Bid List report shows the Item, Units, Bid Quantity, from the Inventory record along with a space for the supplier to write in the item Cost and Notes (e.g. minimum order sizes or alternate manufactures).

1. From the **Inventory Database**, select **Reports** and **Bid List** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



*Inventory Bid Sheet Report*
*SportsWare High School*

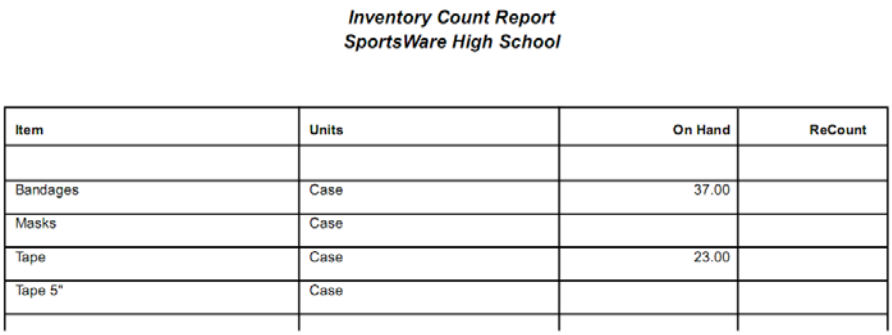
| Item | Units | Qty | Cost/Item | Total Cost | Notes |
|---|---|---|---|---|---|
| | | | | | |
| *Vendor (Part Nbr)* | () | | () | | () |
| Bandages | Case | 5.00 | | | |
| *Vendor (Part Nbr)* | Ace Bandage (A908) | | () | | () |
| Masks | Case | | | | |
| *Vendor (Part Nbr)* | () | | () | | () |
| Tape | Case | 22.00 | | | |
| *Vendor (Part Nbr)* | J&J (38382) | | () | | () |

Figure 151 Reports: Inventory: Bid List

## Reports: Inventory: Count

The Inventory Count Report shows the Item, Units, Quantity on-hand, along with a space for you to write in the new count. This report provides a work-sheet when performing an inventory count.

1. From the **Inventory Database**, select **Reports** and **Count** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



*Inventory Count Report*
*SportsWare High School*

| Item | Units | On Hand | ReCount |
|---|---|---|---|
| | | | |
| Bandages | Case | 37.00 | |
| Masks | Case | | |
| Tape | Case | 23.00 | |
| Tape 5" | Case | | |
| | | | |

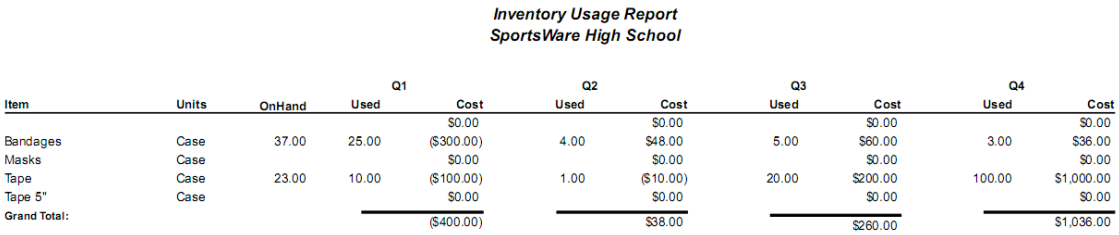
Figure 152 Reports: Inventory: Count

## Reports: Inventory: Usage

The Inventory Usage report shows the Item, Units, Number of pieces used and Cost for each period.

***Note:*** *Since a new period starts each time you enter a Count for an Item, the actual dates of the period for each item in the report may differ if you enter the counts at different times or do not update the counts for all items.*

1. From the **Inventory Database**, select **Reports** and **Usage** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.



*Inventory Usage Report*
*SportsWare High School*

| | | | Q1 | | Q2 | | Q3 | | Q4 | |
|---|---|---|---|---|---|---|---|---|---|---|
| Item | Units | OnHand | Used | Cost | Used | Cost | Used | Cost | Used | Cost |
| | | | | $0.00 | | $0.00 | | $0.00 | | $0.00 |
| Bandages | Case | 37.00 | 25.00 | ($300.00) | 4.00 | $48.00 | 5.00 | $60.00 | 3.00 | $36.00 |
| Masks | Case | | | $0.00 | | $0.00 | | $0.00 | | $0.00 |
| Tape | Case | 23.00 | 10.00 | ($100.00) | 1.00 | ($10.00) | 20.00 | $200.00 | 100.00 | $1,000.00 |
| Tape 5" | Case | | | $0.00 | | $0.00 | | $0.00 | | $0.00 |
| Grand Total: | | | | ($400.00) | | $38.00 | | $260.00 | | $1,036.00 |

Figure 153 Reports: Inventory: Usage

# Reports: Equipment

## Reports: Equipment: Service

The Equipment Service report lists the Item and Model Number along with the date Put In-Service, Repaired, Cleaned, Inspected and Next Inspection.

1. From the **Equipment Database**, select **Reports** and **Service** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.

***Equipment Service Report***
***SportsWare High School***

| Item | ModelNbr | Put In Svc | Repaired | Cleaned | Inspected | NextInsp |
|---|---|---|---|---|---|---|
| HUMAC Extremity Syst | NORM | 10/10/2004 | | | 10/10/2006 | 10/10/201 |
| HUMAC 360 | 360 | 10/1/2009 | | | | |
| crutches | | | | | | |
| cybex arc | | | | | | |
| Treadmill | T5500 | 8/1/2010 | 8/11/2010 | 8/9/2010 | 8/4/2010 | 9/2/2010 |

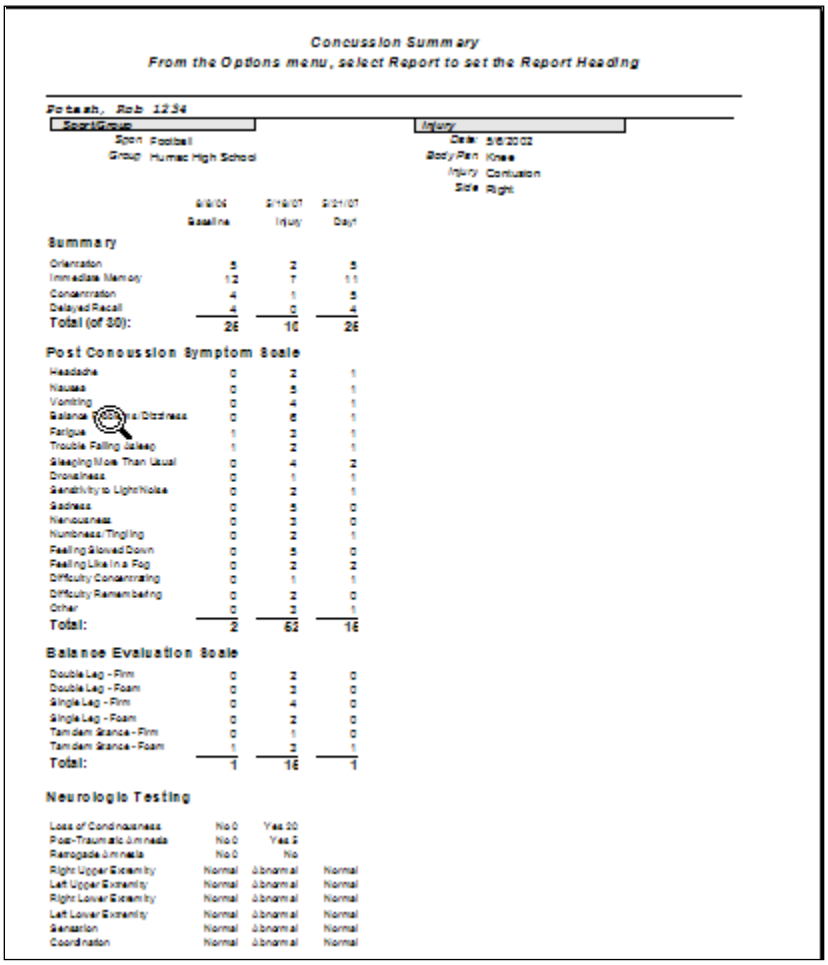
Figure 154 Reports: Equipment: Service

# Reports: Concussion

## Reports: Concussion: Summary

SWOL allows you to print a summary report with scores from the Baseline test and subsequent follow-up Concussion tests.

1. Click the **Concussion Database** button to access the Concussion Database.
2. If the current athlete is not correct, use the **Find command at the top left corner of the Concussion Listing Screen to Find an Athlete.**
3. Select the Concussion Exam you want to print from the listing screen.
4. Go to **Report, Concussion, Summary.**
5. SWOL will preview a Concussion Summary report with the Baseline test and subsequent follow-up concussion testing.



Concussion Summary

From the Options menu, select Report to set the Report Heading

Forbush, Rob 1234

SportGroup

Sport Football

Group Humac High School

Injury

Date 5/6/2002

Body Part Knee

Injury Contusion

Side Right

| | 5/6/04 Baseline | 5/14/07 Injury | 5/21/07 Day1 |
|---|---|---|---|
| **Summary** | | | |
| Orientation | 5 | 3 | 5 |
| Immediate Memory | 12 | 7 | 11 |
| Concentration | 4 | 1 | 5 |
| Delayed Recall | 4 | 0 | 4 |
| **Total (of 30):** | 25 | 10 | 25 |
| **Post Concussion Symptom Scale** | | | |
| Headache | 0 | 2 | 1 |
| Nausea | 0 | 5 | 1 |
| Vomiting | 0 | 4 | 1 |
| Balance Problems/Dizziness | 0 | 6 | 1 |
| Fatigue | 1 | 3 | 1 |
| Trouble Falling Asleep | 1 | 3 | 1 |
| Sleeping More Than Usual | 0 | 4 | 2 |
| Drowsiness | 0 | 1 | 1 |
| Sensitivity to Light/Noise | 0 | 3 | 1 |
| Sadness | 0 | 5 | 0 |
| Nervousness | 0 | 3 | 0 |
| Numbness/Tingling | 0 | 2 | 1 |
| Feeling Slowed Down | 0 | 5 | 0 |
| Feeling Like In a Fog | 0 | 3 | 2 |
| Difficulty Concentrating | 0 | 1 | 1 |
| Difficulty Remembering | 0 | 3 | 0 |
| Other | 0 | 3 | 1 |
| **Total:** | 2 | 62 | 15 |
| **Balance Evaluation Scale** | | | |
| Double Leg - Firm | 0 | 3 | 0 |
| Double Leg - Foam | 0 | 3 | 0 |
| Single Leg - Firm | 0 | 4 | 0 |
| Single Leg - Foam | 0 | 3 | 0 |
| Tandem Stance - Firm | 0 | 1 | 0 |
| Tandem Stance - Foam | 1 | 3 | 1 |
| **Total:** | 1 | 16 | 1 |

**Neurologic Testing**

| | | | |
|---|---|---|---|
| Loss of Consciousness | No 0 | Yes 20 | |
| Post-Traumatic Amnesia | No 0 | Yes 5 | |
| Retrograde Amnesia | No 0 | No | |
| Right Upper Extremity | Normal | Abnormal | Normal |
| Left Upper Extremity | Normal | Abnormal | Normal |
| Right Lower Extremity | Normal | Abnormal | Normal |
| Left Lower Extremity | Normal | Abnormal | Normal |
| Sensation | Normal | Abnormal | Normal |
| Coordination | Normal | Abnormal | Normal |

Figure 155 Reports: Concussion: Summary

# Reports: Phone

## Reports: Phone: List

The Phone List report shows the Name, Company, Phone, Fax, and Beeper number for all records in the Phone Database.

1. From the **Phone Database**, select **Reports** and **List** from the pull-down menu.
2. Complete the **Selection Criteria** for the records to be included in the report.
3. Click the Print button to preview the report.

***Phone List Report***
***SportsWare High School***

| Name | Company | PhoneField | FAX | Beeper | Cell | Type |
|---|---|---|---|---|---|---|
| , | | | | | | |
| , | | | | | | Insurance Co |
| **B** | | | | | | |
| Birkeland, Howard | Stoughton Medical Center | 781-555-1212 | 781-555-1212 | 781-555-1212 | 781-555-1212 | Doctor |
| **C** | | | | | | |
| Clara, Chuckles | CSMi | | | | | Insurance Co |
| **K** | | | | | | |
| Kathy, Pickles | School Insurance Plan | 781-555-1212 | 781-555-1212 | 781-555-1212 | 781-555-1212 | Insurance Co |
| **P** | | | | | | |
| Potash, Robert | Computer Sports Medicine, Inc. | (781) 297-2034 x107 | | ( ) - x | | Supplier |
| **S** | | | | | | |
| Smith, Joe | Student Insurance | 781-555-1212 | 781-555-1212 | 781-555-1212 | 781-555-1212 | Insurance Co |

Figure 156 Reports: Phone: List

# Quick Treatments

The SWOL Quick Treatments module is typically used by athletes to sign-in to the athletic training room and enter their treatments.

## Quick Treatment: Starting

Start by clicking on **Utilities**, **Quick Treatment** or **Quick Treatment AT Access**.

| Item | Description |
|---|---|
| Quick Treatment | Select this option if athletes will be entering their own passwords. ***Note:*** *Once you select Quick Treatment, you will need to login again to reach your main SWOL windows. This prevents athletes from having access to other records.* |
| Quick Treatment AT Access | Select this option if the athletic trainer will be entering the treatment information and there is no need for athlete passwords to be entered. With AT Access the athletic trainer can add notes to the treatment, also. NOTE: Once you select Quick Treatment AT Access, you will need to login again to reach your main SWOL windows. |

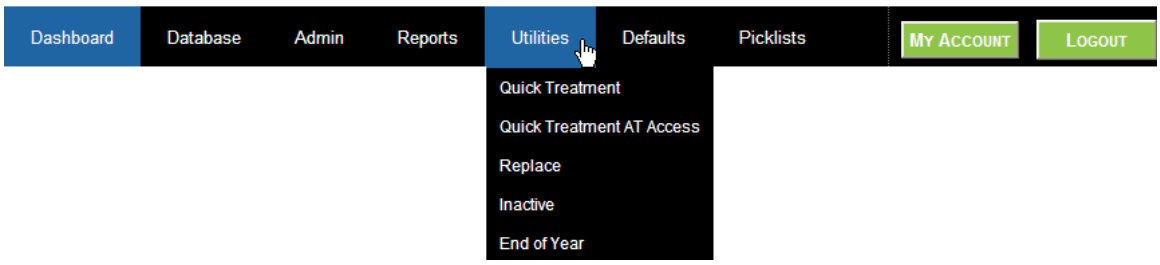



Figure 157 Quick Treatments: Starting

## Quick Treatment: Select Athlete

1. In the field under **Select your Name** Athletes will enter their last name to find and select their name. Next they will enter their password (one associated with their email address). NOTE: In order to ensure a smooth flow in your training room, try to make this process very clear through signage and teaching students at the beginning of a season.

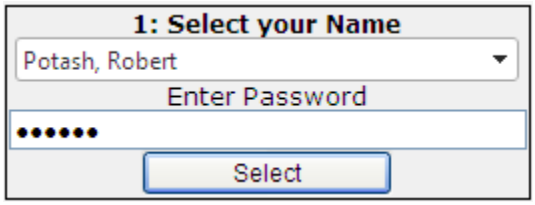



Figure 158 Quick Treatment: Select Athlete

2. SWOL will display a list of any existing injuries for the athlete. The athlete has three choices:

Figure 159 Quick Treatment: Select Existing Injury

- If the Athlete is being treated for an Existing Injury she should select “I’m being treated for-> and from the Existing Injury Window select the existing injury and press Save in the Upper right corner of the window to advance to the Treatment list.
- If the Athlete has a new injury she should select “I have a new injury” and complete the additional fields that appear
- If the Athlete does not have a specific injury she should select “I don’t have a specific injury and am just getting treated” and complete the additional fields that appear.

## Quick Treatment: Select Existing Injury

1. Once the injury is selected SWOL will display the **Sport**, **Location** and **Person Giving Treatment** as it relates to the existing injury.

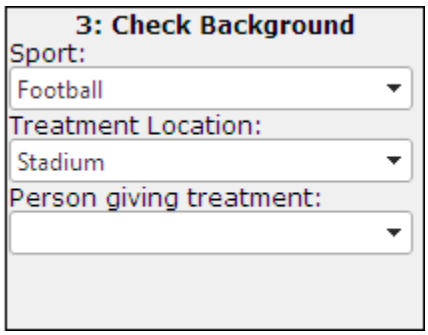



Figure 160 Quick Treatment: Background Information

2. SWOL will recall the most recent treatments for the selected injury. The previous treatments will have an X. The athlete can uncheck the previous and or select additional treatments provided.

Figure 161 Quick Treatment: Select Modalities

3. Athlete will select the **Save** button to save the new treatment record.

## Quick Treatment: Select New Injury or No Specific Injury

If an athlete selects a new injury or no specific injury, the athlete will then be prompted to enter the sport, treatment location, and person giving treatment, as well as checkboxes for the treatment(s) provided. Press Save when done.

Figure 162 Quick Treatment: Select New or No Specific Injury

## Quick Treatment: AT Access

1. The athletic trainer first must select the athlete's name that is receiving the treatment. The main difference with AT Access is that no password needs to be entered at this stage.

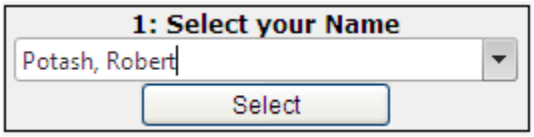



Figure 163 Quick Treatment: AT Access: Select Athlete

2. SWOL will display a list of any existing injuries for the athlete. The athletic trainer has three choices:
   - I'm being treated for: <select an existing injury>.
   - I have a new injury
   - I don't have a specific injury and am just being treated.

### Quick Treatment: AT Access: Select Existing Injury

1. Once this injury is selected SWOL will display the **Sport**, **Location** and **Person Giving Treatment** as it relates to the existing injury.

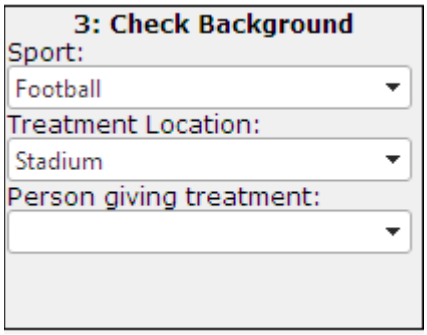



Figure 164 Quick Treatment: Background Information

2. SWOL will recall the most recent treatments for the selected injury.

Figure 165 Quick Treatment: AT Access: Select Existing Injury

3. Athletic trainer will check the treatments provided and press **Save** to save the new treatment record.

## Quick Treatment: AT Access: New Injury or No Specific Injury

If an AT selects a new injury or no specific injury, AT will then be prompted to enter the sport, treatment location, and person giving treatment, as well as checkboxes for the treatment(s) provided.

Figure 166 Quick Treatment: AT Access: New Injury or No Specific Injury

### Quick Treatment: AT Access: Adding Notes

The athletic trainer may also choose to add notes to the Quick Treatment Record. To do this, click on notes in the top right part of the screen.

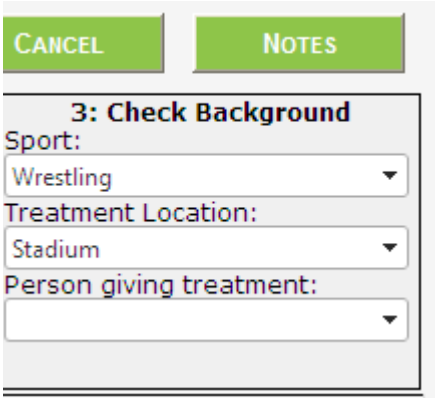



Figure 167 Quick Treatment: AT Access: Adding Notes

## SportsWareOnLine/Mobile

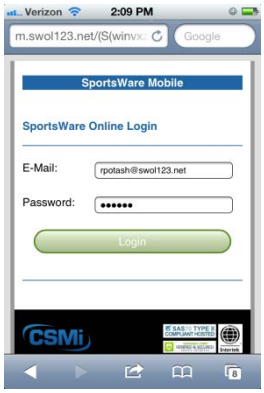
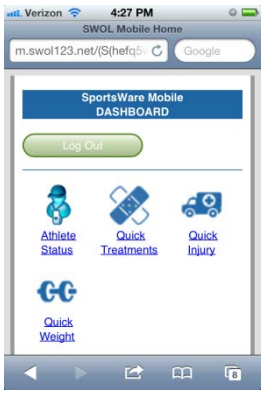
CSMi created SportsWareOnLine/Mobile for Athletic Trainers, Coaches, and Athletes to easily interact with their SWOL account. Typical uses of SportsWareOnLine/Mobile include:

- The Athletic Trainer entering Treatments directly from their phone while treating athletes (replacing the desktop QuickTreatment application) or entering Injuries at an event.
- Coaches checking the Game/Practice status of their athletes or recalling athlete Emergency Contact information.
- Athletes entering their Treatments, their Weight before and after practice, or new injuries on or off-season.

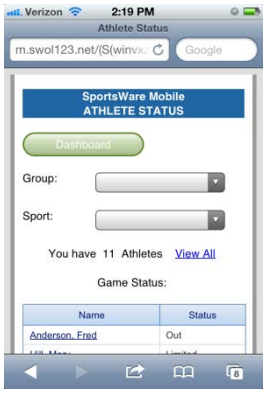
With SportsWareOnLine/Mobile there is no App to install. Simply start a Web Browser on your mobile device and go to m.swol123.net.

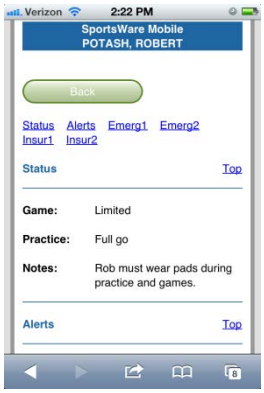
***Note:*** *Any QuickInjuries or QuickTreatments added via the Mobile app will be listed as Quick in the SportsWare Injury and Treatment Listing Screens.*

## Mobile: Athletic Trainer Portal

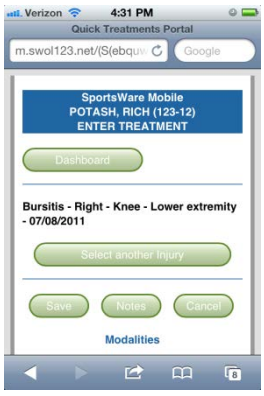
| | |
|---|---|
|  | The Athletic Trainer Mobile Portal provides the Athletic trainer with access to Quick Treatments, Quick Injury, & Quick Weight.<br>• From a mobile device go to m.swol123.net.<br>• Enter your E-Mail / Password combination.<br>• Click the **Login** button. |
|  | The Athletic Trainer Mobile Dashboard includes:<br>• **Athlete Status:** Display Game and Practice Status, Athlete, Emergency Contact, Medical and Insurance Information.<br>• **QuickTreatments:** Enter Treatments for an Athlete.<br>• **QuickInjury:** Enter Injuries for an Athlete.<br>• **QuickWeight:** Enter the Athletes weight before or after practice. |

## Mobile: Athletic Trainer Portal: Athlete Status

| | |
|---|---|
| | **Athlete Status:** Display Game and Practice Status, Athlete, Emergency Contact, Medical and Insurance Information.<br>• Select **Athlete Status** icon. |
|  | The **Athlete Status** has the following information /controls:<br>• **Dashboard:** Return to the Dashboard.<br>• **Group:** Limit the displayed athletes to a particular Group (School).<br>• **Sport:** Limit the displayed athletes to a particular Sport.<br>• **View All:** Display the Status and Contact Information for all athletes.<br>• **Game Status:** Lists all athletes with Game Status not equal to *"Full Go"*. Click an Athlete name to view their Status and Emergency Contact information.<br>• **Practice Status:** Lists all athletes with Practice Status not |

| | |
|---|---|
| | equal to *"Full Go"*. Click an Athlete name to view their Status and Emergency Contact information. |
|  | Selected Athlete Status has the following information / controls:<br>• **Back:** Return to Athlete Status Screen.<br>• **Hyperlinks:** Status, Alerts, Emergency Contact 1, Emergency Contact2, Insurance Company 1 and Insurance Company2 to jump to those sections.<br>• **Top:** Return to the top of the page.<br>• **Phone:** If a phone number appears as a hyperlink, click the number to call the athlete.<br>• **E-Mail:** If an e-mail address appears as a hyperlink, click the address to start an e-mail to the athlete. |

## Mobile: Athletic Trainer Portal: QuickTreatment

| | |
|---|---|
| | **Quick Treatments:** Enter Treatments for an Athlete.<br>• Select **QuickTreatments** icon. |
| | **Quick Treatment** data entry procedure:<br>• **Group:** Filter the Athlete list by Group (optional).<br>• **Sport:** Filter the Athlete list by Sport (optional).<br>• **A..Z:** Fill the Athlete Name with last names matching the selected letter.<br>• **Athlete:** The Athlete being treated. |
|  | Quick Treatment Input Screen (top down). Record a treatment for most recent injury.<br>• **Dashboard:** Return to the Dashboard.<br>• **Description:** The most recent injury recorded for the athlete. This is the injury for which the Quick Treatment will be recorded.<br>• **Select Another Injury:** Select a different Injury to treat.<br>• **ATC:** Select the ATC providing the Treatment. |

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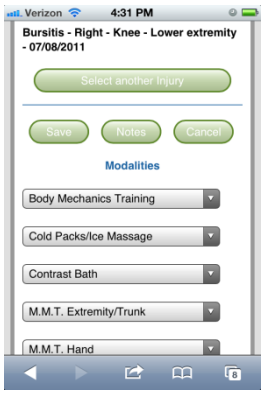
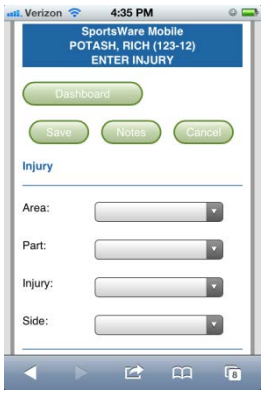
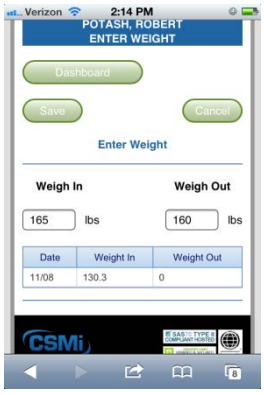
|---|---|
|  | • **Save:** Save the Treatment.<br>• **Cancel:** Cancel the changes.<br>• **Modalities:** The modalities from the previous treatment session. The athlete can Add/Remove modalities if they changed for the current session. |
| | **QuickTreatment** - Select Another Injury.<br>• **Select an existing injury:** Set a previously recorded injury for treatment.<br>• **This is a new injury:** Enter a new injury for treatment.<br>• **No injury, just treating athlete:** Enter an un-injured Body Part for treatment. For example if you are doing preventative taping of the athlete's ankles.<br>• **Save:** Save the selected Injury and return to the Treatment screen.<br>• **Cancel:** Do not save your changes and return to the Treatment screen. |

## Mobile: Athletic Trainer Portal: QuickInjury

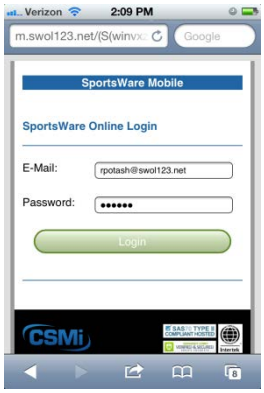
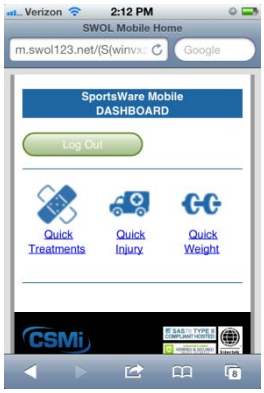
| | |
|---|---|
| | **Quick Injury:** Enter an Injury Summary for an Athlete.<br>• Select the **Quick Injury** icon. |
| | **Quick Injury** data entry procedure:<br>• **Group:** Filter the Athlete list by Group (optional).<br>• **Sport:** Filter the Athlete list by Sport (optional).<br>• **A..Z:** Fill the Athlete Name with last names matching the selected letter.<br>• **Athlete:** The injured Athlete. |

| | |
|---|---|
|  | **Quick Injury** data entry procedure (continued). Screen description from top down<br>• **Dashboard:** Return to the Dashboard.<br>• **Save:** Save the Treatment.<br>• **Notes:** Enter SOAP notes.<br>• **Cancel:** Cancel the changes.<br>• **Area:** Body Area.<br>• **Part:** Body Part.<br>• **Injury:** Injury.<br>• **Injury Site:** Injury Site. |

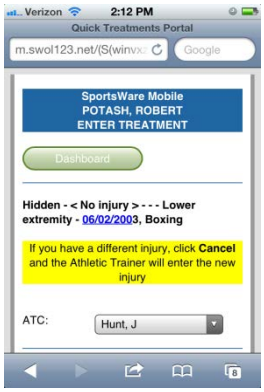
## Mobile: Athletic Trainer Portal: QuickWeight

| | |
|---|---|
| <br>Quick Weight | **Quick Weight:** Enter the Athletes weight before or after practice.<br>• Select **Quick Weight** icon. |
| | **Quick Injury** data entry procedure:<br>• **Group:** Filter the Athlete list by Group (optional).<br>• **Sport:** Filter the Athlete list by Sport (optional).<br>• **A..Z:** Fill the Athlete Name with last names matching the selected letter.<br>• **Athlete:** The Athlete whose weight you will enter. |
|  | **Quick Weight** Input Screen Description (top down)<br>• **Dashboard:** Return to the Dashboard.<br>• **Save:** Save the injury.<br>• **Cancel:** Cancel the changes.<br>• **Weigh In:** Weight before the practice or game<br>• **Weigh Out:** Weight after the practice or game<br>• **Table:** Most recent weight entries by sorted by Date.<br>***Note:*** *The Athlete does not need to enter the Weigh-In and Weigh-Out values at the same time. If you enter the Weigh-In and later in the day enter the Weigh-Out, SportsWareOnLine will save the Weigh-Out with the previous Weigh-In.* |

## Mobile: Athlete Portal

| | |
|---|---|
|  | The Athlete Portal provides Athletes access to the QuickTreatments, QuickInjury, & QuickWeight apps.<br>• From a mobile device go to m.swol123.net.<br>• Enter your E-Mail / Password combination.<br>• Click the **Login** button.<br>To enable/disable these applications for your athletes:<br>1. Login to www.swol123.net.<br>2. From the Admin, Institution page, set the Athlete Mobile Access options. |
|  | The Athlete will arrive at the Athlete Dashboard.<br>• Click **LogOut** to return to the Login Screen.<br>• **QuickTreatments:** Record a Treatment for the athlete's most recent Injury.<br>• **QuickInjury:** Record a new Injury for the ATC to review.<br>• **QuickWeight:** Record the practice weigh-in and weigh-out weights. |

## Mobile: Athlete Portal: QuickTreatment

| | |
|---|---|
| | **Quick Treatments:** Enter Treatment /Visit to Athletic Training Room.<br>• Select Quick Treatments Icon |
|  | Quick Treatment Input Screen (top down). Record a treatment for most recent injury.<br>• **Dashboard:** Return to Athlete Dashboard.<br>• **Description:** The most recent injury recorded for the athlete. This is the injury for which the Quick Treatment will be recorded. ***Note:*** *Athletes cannot select or enter a different injury from this screen. This prevents athletes from re-entering the same injury multiple times as they were sometimes doing with the desktop application.* |

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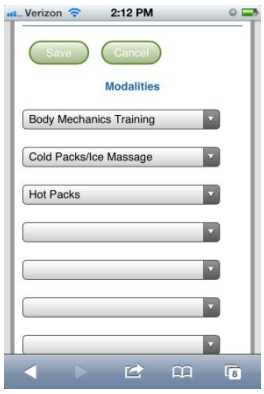
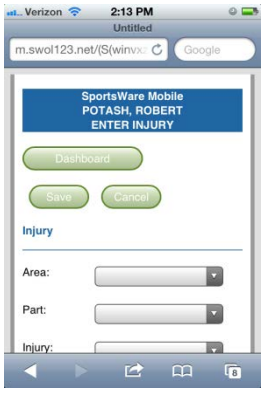
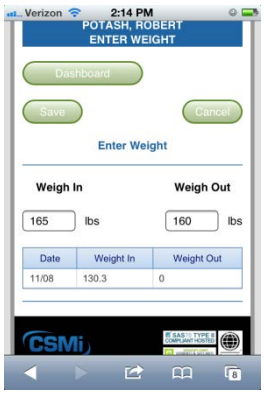
|---|---|
|  | • **ATC:** Select the ATC providing the Treatment.<br>• **Save:** Save the Treatment.<br>• **Cancel:** Cancel the changes.<br>• **Modalities:** The modalities from the previous treatment session. The athlete can Add/Remove modalities if they changed for the current session. |

## Mobile: Athlete Portal: QuickInjury

| | |
|---|---|
| <br>Quick Injury | **Quick Injury:** Athlete enters a new Injury<br>• Select Injury Summary Icon |
|  | Quick Injury Input Screen Description (top down). Record an injury to notify the Athletic Trainer.<br>• **Dashboard:** Return to the Dashboard.<br>• **Save:** Save the injury.<br>• **Cancel:** Cancel the changes.<br>• **Area:** Body Area<br>• **Part:** Body Part<br>• **Injury:** Injury<br>• **Injury Site:** Injury Site |

## Mobile: Athlete Portal: QuickWeight

| | |
|---|---|
| <br>Quick Weight | **Quick Weight:** Athlete enters their weight before or after practice.<br>• Select **Quick Weight** icon. |




**Quick Weight** Input Screen Description (top down)

- **Dashboard:** Return to the Dashboard.
- **Save:** Save the injury.
- **Cancel:** Cancel the changes.
- **Weigh In:** Weight before the practice or game
- **Weigh Out:** Weight after the practice or game
- **Table:** Most recent weight entries by sorted by Date.

***Note:*** *The Athlete does not need to enter the Weigh-In and Weigh-Out values at the same time. If you enter the Weigh-In and later in the day enter the Weigh-Out, SportsWareOnLine will save the Weigh-Out with the previous Weigh-In.*

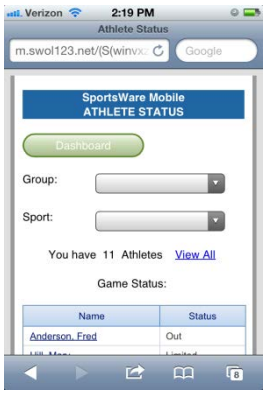
## Mobile: Coach Portal

The **Coach Portal** provides coaches access to Emergency Contact and Injury Status Information for the athletes belonging to their assigned schools and teams.

- From a mobile device go to [m.swol123.net](m.swol123.net).
- Enter your E-Mail / Password combination.
- Click the **Login** button.

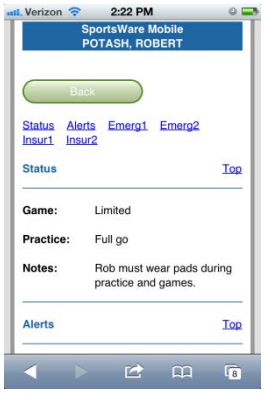
The Coach will arrive at the Coach Portal Dashboard.

- **LogOut:** Return to the Login screen.
- **Athlete Status:** Display Game and Practice Status, Athlete, Emergency Contact, Medical and Insurance Information.




The **Athlete Status** has the following information /controls:

- **Dashboard:** Return to the Dashboard.
- **Group:** Limit the displayed athletes to a particular Group (School).
- **Sport:** Limit the displayed athletes to a particular Sport.
- **View All:** Display the Status and Contact Information for all athletes.
- **Game Status:** Lists all athletes with Game Status not equal to *"Full Go"*. Click an Athlete name to view their Status and Emergency Contact information.
- **Practice Status:** Lists all athletes with Practice Status not equal to *"Full Go"*. Click an Athlete name to view their Status and Emergency Contact information.




Selected Athlete Status has the following information / controls:

- **Back:** Return to Athlete Status Screen.
- **Hyperlinks:** Status, Alerts, Emergency Contact 1, Emergency Contact2, Insurance Company 1 and Insurance Company2 to jump to those sections.
- **Top:** Return to the top of the page.
- **Phone:** If a phone number appears as a hyperlink, click the number to call the athlete.
- **E-Mail:** If an e-mail address appears as a hyperlink, click the address to start an e-mail to the athlete.

# Smart Phones: All Mobile Access: www.swol123.net

***Note:*** *SportsWare automatically detects if you are running on a Desktop or a Mobile device and re-formats all screens for the detected device. The detected device type is shown in the upper-right-hand corner of the Login screen. If the incorrect device is detected use the pull-down list to change the device type. Entering SportsWareOnLine via this domain will give you access to all of the fields in SWOL.*

## Smart Phones: Record Selection

The Mobile Interface does not have a listing screen. Specific records are selected from picklists.

### Smart Phones: Edit an Athlete Record

1. Click the **Athlete** button to move to the Athlete Database.
2. Select an Athlete in the **Athlete Nam**e picklist.
3. Click the **General**, **Address**, **Emergency**, etc. Page button to edit the page data.

***Note:*** *You can optionally select a Group or Sport to limit the number of Athletes in the Athlete Name Picklist.*

### Smart Phones: Edit a Treatment Record

1. Click the **Treatment** button to move to the Treatment Database.
2. Select an Athlete in the **Athlete Name** picklist.
3. Select an Injury in the **Injury** Picklist.
4. Select a Treatment in the **Treatment** Picklist.
5. Click the **General**, **Notes**, etc. Page button to edit the page data.

## Smart Phones: Reports

The Mobile Interface does not generate reports.

## Smart Phones: Utilities

The Utilities/Picklist Editor is not available from the Mobile Interface.

# Online Help

Online Help is a link at the bottom of most SWOL screens. Click on the link to open a new window with the Online Help system.

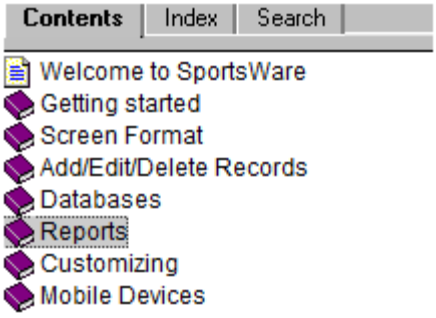



Figure 168 Online Help Options

## Online Help: Contents

The **Help** menu, **Contents** command displays the Help System open to the Contents tab.

## Online Help: Index

The **Index** tab allows you to see an alphabetized list of help categories

## Online Help: Search

The **Search** tab allows you to search topics or questions you would like help with.